



City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908
(559)897-5821 (559)897-5568

Bruce Blayney
Mayor

Michelle Roman
Mayor Pro Tem

COUNCIL MEMBERS

Ben Creighton
Staci Smith
Sherman Dix

Alexander J. Henderson
City Manager

WEDNESDAY
November 2, 2016

6:00 P. M.

KINGSBURG CITY COUNCIL CHAMBER
1401 DRAPER STREET

AGENDA

KINGSBURG CITY COUNCIL REGULAR MEETING

5:30 P.M. CLOSED SESSION MEETING

1. Conference with Labor Negotiators

City Designated Representative: Alexander Henderson

Employee Organization: Kingsburg Police Officers Association (KPOA); Kingsburg Professional Firefighters Association (KPFA); Kingsburg Public Service Employees Association (KPSEA)

Invocation to be given by Pastor Douglas Schoelles of Concordia Lutheran, followed by the Pledge of Allegiance led by Mayor Bruce Blayney.

6:00 P.M. REGULAR MEETING

I. Call to Order and Roll Call -

II. Public Comments – This is the time for any citizen to come forward and address the City Council on any issue within its jurisdiction. A maximum of five minutes is allowed for each speaker.

III. Approve Agenda – Action by the Council to approve the agenda or to make modifications. Note: The type of items that can be added to the agenda is constrained by State law.

IV a. Consent Calendar – Items considered routine in nature are to be placed on the Consent Calendar. They will be considered as one item and voted upon in one vote unless individual consideration is requested. Each vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed, except where the item specifically notes a prior recorded opposition or abstention, in which case the present affirmative vote on the Consent Calendar is considered and recorded as reaffirming that prior opposition or abstention. Approval of Consent

Calendar items includes recitals reading ordinance(s) by title(s) only and adoption of recommended action(s) contained in staff reports.

1. **Approval of City Council Minutes** – Approve the minutes from the October 19, 2016 City Council Meeting as prepared by City Clerk Abigail Palsgaard.
2. **Salary Chart Update**– Approve the proposed Salary Chart update as prepared by Christina Windover, Management Assistant.
3. **Approve Resolution 2016-049- Animal Control Fees and Fines**- Approve Resolution 2016-049 Approving The Amendment Of The Animal Control Fees And Fines To The Police Department Fees And Fines In The Master Fee Schedule For The City Of Kingsburg as set by Ordinance 2016-004.

b. **Pulled Consent Calendar Items:**

V. REGULAR CALENDAR

1. **Public Service Award Presentation** – Recognition of Dolph Beasley, Public Works Department.
2. **Ordinance Amending Paragraphs A. and B. of Section 17.54.020 of Chapter 17.52 Of Title 17 Of The Kingsburg Municipal Code Pertaining To Off-Street Parking**

Possible Action(s):

- a. Presentation by Police Chief Neil Dadian
- b. Council Discussion
- c. Waive the first reading and introduce Ordinance No. 2016-005 of The City of Kingsburg Amending Paragraphs A. and B. of Section 17.54.020 of Chapter 17.52 of Title 17 of The Kingsburg Municipal Code Pertaining To Off-Street Parking, and pass to a second reading with the following recital constituting reading of the title of the Ordinance:

“AN ORDINANCE OF THE CITY OF KINGSBURG AMENDING
PARAGRAPHS A. AND B. OF SECTION 17.54.020 OF CHAPTER 17.52 OF
TITLE 17 OF THE KINGSBURG MUNICIPAL CODE
PERTAINING TO OFF-STREET PARKING”

3. **Ordinance Amending Chapter 17.97, of Title 17, of the Kingsburg Municipal Code Pertaining to Medical and Recreational Marijuana**

Possible Action(s):

- a. Presentation by Police Chief Neil Dadian
- b. Council Discussion
- c. Waive the first reading and introduce Ordinance No. 2016-006 of The City of Kingsburg ordinance Amending Chapter 17.97, of Title 17, of the Kingsburg

Municipal Code Pertaining to Medical and Recreational Marijuana, and pass to a second reading with the following recital constituting reading of the title of the Ordinance:

“AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING CHAPTER 17.97, OF TITLE 17, OF THE KINGSBURG
MUNICIPAL CODE PERTAINING TO MEDICAL
AND RECREATIONAL MARIJUANA”

4. Public Safety Fee in the form a Community Facilities District Presentation- Presentation by Alex Henderson

Possible Action(s):

- a. Presentation by City Manager Alex Henderson
- b. Council Discussion
- c. Direction requested for entering into a contract with the Consultant Firm David Taussig & Associates, Inc.

5. 1st Quarter Organizational Goals Update

Possible Action(s):

- a. Presentation by City Manager Alexander Henderson
- b. Council Discussion
- c. Informational- No Action Necessary

VI. Council Reports and Staff Communications

- a. Community Services Commission –
- b. Public Safety Committee –
- c. Chamber of Commerce –
- d. Economic Development –
- e. Finance Committee –
- f. Planning Commission –
- g. City Manager’s Report –

VII. Other Business as May Properly Come Before the City Council

VIII. Adjourn Regular Kingsburg City Council Meeting

Any writings or documents provided to a majority of the Kingsburg City Council regarding any item on the agenda will be made available for public inspection in the City Clerks office located at 1401 Draper Street during normal business hours.
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KINGSBURG CITY COUNCIL

October 19, 2016

Regular Meeting Minutes

No Invocation or Pledge of Allegiance.

6:00 P.M. REGULAR MEETING

Call to Order and Roll Call – At 6:00 P. M. Mayor Pro Temp Michelle Roman called the Regular Meeting of the Kingsburg City Council to order.

Council Members present: Stacy Smith, Sherman Dix, and Mayor Pro Temp Michelle Roman.

Excused Absence: Council Member Ben Creighton and Mayor Bruce Blayney

Staff Present: City Manager Alex Henderson, City Attorney Michael Noland, City Clerk Abigail Palsgaard, Fire Chief Tim Ray, and Police Chief Neil Dadian.

Public Comments – None

Approve Agenda – A motion was made by Council Member Dix, seconded by Council Member Smith, to approve the Agenda, as published. The motion carried by unanimous voice vote of those Council Members present.

Consent Calendar – Council Member Dix asked that Consent Item No. 3 be pulled for discussion. A motion was made by Council Member Smith, seconded by Council Member Dix, to approve the items appearing on the Consent Calendar with the exception of Item No. 3. The motion carried by unanimous voice vote of those Council Members present.

1. **Approval of City Council Minutes** – Approve the minutes from the October 5, 2016 City Council Meeting as prepared by City Clerk Abigail Palsgaard.
2. **Check Register**– Ratify/approve payment of bills listed on the check register for the period September 1, 2016 through October 12, 2016 as prepared by Accounts Payable Clerk Grace Reyna.
3. **Treasurer's Report - Pulled**
4. **Sierra Street Reconstruction, 6th Avenue Drive Rehabilitation, Sierra Street Transit Stop, 10th Avenue Crosswalk, and Sierra Street Crosswalk CWA Time Extension Request** – Approve the CWA Time Extension Request. Staff Report prepared by City Engineer Dave Peters.

Pulled Consent Calendar Item No. 3 – Treasurer's Report - It was explained that interest we earn on reserve money is not at a high rate. We are looking at ideas to utilize the extra money. A motion was made by Council Member Dix, seconded by Council Member Smith, to approve the Treasurer's Report

as of August 30, 2016 as prepared by Finance Director Maggie Moreno. The motion carried by unanimous voice vote of those Council Members present.

REGULAR CALENDAR

Crime Statistics Report for the Month of September 2016 – Prepared by Kingsburg Police Department Records Supervisor Corina Padilla and presented by Police Chief Neil Dadian.

Police Chief Neil Dadian presented the report and clarified the percentage increase for this year to date. He said that a new police officer is starting at the beginning of the next pay period and more officers are in the hiring process which gives him more options and he can be more selective.

Council Member Dix asked about Prop 57 and the definition of non-violent crime. Chief Dadian said that he doesn't know of anyone in public safety or local government that supports this proposition. He said that he expects a greater increase in crime and he can't see anything positive to come from this.

City Manager Alex Henderson stated that the City Attorney and Police Chief are working on an ordinance to address personal use marijuana which we can bring before the Council on November 2nd if they would like to take action on it.

Public Safety Fee in the Form of a Community Facilities District (CFD) - Presentation by City Manager Alex Henderson

City Manager Alex Henderson stated that discussion regarding public safety and funding mechanisms for personnel and capital equipment has been ongoing for several years. We would like to bring this to the public to see how they feel about it. Funds would be used for public safety alone, incorporating animal control. It would be a mail only ballot and would require 2/3rds vote for it to pass.

Mr. Henderson explained that Police is fully funded through the General Fund using 53% of that fund. Fire/Ambulance is an Enterprise Fund but the City General Fund subsidizes \$600,000, 7% of the General Fund. Together Public Safety accounts for 60% of the General Fund budget.

Mr. Henderson explained that the City gets 1% of every sale in the City limits in Sales Tax. The 10-year average is \$924,736. In the past 3 years, it has been high but there have been some one-time purchases by companies. With prudent financial planning, the City has been able to maintain at current operation levels. He mentioned changing purchasing styles. We get 1% of 1% from online sales. In 2011-12 Police and Fire Departments had laid people off. He said that insurance rates and CalPERS are going up.

It was clarified that Chief Dadian has changed the way calls for service are reported. Before walk-ins were incorrectly put in as a call for service. Numbers are now accurate. Additional officers would allow for more proactive policing.

Fire calls for service are going up, including people using the emergency room as a doctor's office. We provide service to 85 square miles.

Mr. Henderson stated that the Finance Committee and Public Safety Committee have recommended the Council examine a CFD for public safety services. He stated that we looked at a CFD instead of sales tax because it is viewed as a more stable source of income. The funds would be used for: enhanced (new) police personnel and/or equipment, EMS/ Fire personnel, and equipment and animal control services. Personnel costs- all inclusive: KPD: \$96,848 and KFD \$83, 328. It would be split 60/40 (PD/Fire).

Process:

Property Owner Petition or Council Resolution.
Resolution of Intention (Min 30 day waiting period)
Resolution of Formation and Public Hearing (Min 90 day waiting period)
Election within CFD (2/3 vote required)
Recordation of Special Tax Lien (Week following the election)

Nathan Perez, Managing Director of David Taussig & Associates, Inc., stated that there is a lot of information and what we are talking about is an increase of taxes. We need to be transparent and open. For time-line we work backwards. July 1st is the absolute cut-off date. There is a minimum of 3 public hearings with the community, not including town hall meetings or workshops. He said that what is nice about a CFD is that it can be tailor-made for the community, or you can have the same charge for all properties. Like any issue, turnout can be between 30-40%. Folks will have to turn in their ballots. The CFD can sunset or not sunset. With the CFD there is a great collection security for the City. It is called "Special Tax Lien" and that worries people.

Council discussed the process and the Council resolution. It was explained that we have about 30 days of leeway till we get into the summer for the vote. Input and modifications could be made to certain level. High end cost is \$70,000 depending on how many people participate. This includes the consultant's cost. It was clarified that it is 2/3rds of the votes cast. The option of election was mentioned. Sanger just did it and it's costs were up to \$150,000, so \$70,000 is a reasonable amount.

Mayor Pro Temp Roman asked if we have done any pre-polling. Council Member Dix said maybe as a public hearing before we go forward. Mr. Henderson said that you can move forward with hiring the consultant and there is a certain period within which we can stop the process. Mr. Perez said that to make the next summer deadline we need to make a decision next month. He said that polling can be a large cost and it is good to look at neighboring communities and police and fire outreach. Trends are good right now. Mayor Pro Temp Roman said that people have come forth to show their support for more police and fire. It goes to the residents to turn in their ballots.

Mr. Henderson said that a cost proposal is in the packet. We are not looking for direction to go forward tonight. We are looking for special guidance. Mayor Pro Temp Roman said that with town hall meetings we can gauge how the public would feel. Mr. Perez said that if you want more votes, reduce the tax. He also said that polling is not usually successful in these issues.

Council Member Smith asked how we are going to guarantee to the public that we will not cut back the General Fund budget. Mr. Perez said that putting the money into its own fund is important so you can track those funds specifically. You can have annual reporting and citizen's oversight committees watching the collections and how it is spent. Mr. Henderson said that ultimately funding will be approved by the City Council and it will be a separate report with a separate fund. We will have discussion on how it is being

spent. Council Member Smith said that short-term we can make a commitment of that, as long as we are on the Council. Council Member Dix said that he doesn't want it to be a swap out; I want more police officers. He said that he would be the most comfortable with the max amount because it is too hard to go back. He said that at a public meeting we should have a wish list of what the public would want.

Council discussed if it should be a sunset, escalate, or other options. Council Member Smith stated that in the process we should have a wish list to present to the public. Council Member Dix said that he would also like to get a public wish list before we go public.

Public Comment:

Betsy Tunnel, resident in the sphere of influence of Kingsburg, said she loves the community and how safe it is. She said that she wants to bring to the Council's attention the Kingsburg Hospital District. She said she doesn't want to promote yes or no to Measure B but thinks the Kingsburg Hospital District and City Council should be able to talk and share funds. It is being done around the state. She said she wants Council to entertain the idea and not just say no. Then the parcel tax can be lower. She thinks the public should be able to decide this.

City Manager Alex Henderson said that the City staff and District have had an informal discussion and it is up to them. We would be happy if they would want to share the money.

Council Member Dix said that he thinks it is a good point as well. He wants to make sure our safe community is maintained.

Mr. Henderson said that we could have a workshop before the next meeting.

As far as direction to Council, Council Member Dix said that he would like to start at the top with the 60/40 split.

At the conclusion of this discussion, Council thanked Police and Fire Departments for their response to the fire Saturday morning.

Council Reports and Staff Communications

Community Services Commission – Mayor Pro Temp Roman reported that they met on Monday night and got a final design and full budget from the American Skate Park Company. Once we figure out the designs, we will put it out there. Looking into grants.

Public Safety Committee – City Manager Alex Henderson reported that they did not meet.

Chamber of Commerce – Council Member Smith reported that the Board has not met yet. Connie Hurtado has been hired as the Assistant Director to Adam Castaneda who is now the Consulting Director. The Chamber office is back to being open all day.

Economic Development Committee – Council Member Dix reported that they have not met. Mayor Pro Temp Roman said that Jolene Polyack is meeting with fire victims tomorrow.

Finance Committee –Council Member Dix reported that their next meeting is scheduled for Nov. 10th.

Planning Commission – Hasn't met.

City Manager's Report – City Manager Alex Henderson reported that there is a meeting tomorrow for the businesses in the fire, Mayor Blayney got out thank you letters for those Fire Departments that responded. We will probably never really know what started it. It started on the 2nd floor and was too dangerous to get to. It doesn't look like arson. He is not sure of the long-term plan for the building. The owner is working with the insurance company and construction companies.

Mayor Pro Temp Roman said that some businesses did not have insurance. She thought of starting a "Go Fund Me" account. Some have already found new spots to do business.

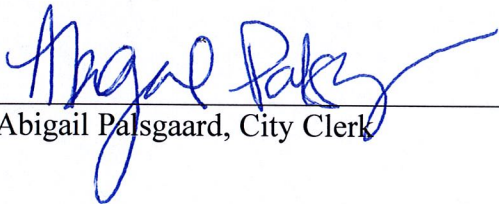
On behalf of the City Council Mayor Pro Temp Roman thanked all of the departments that responded to the fire. She said that she sent pictures to Selma Fire to thank them.

City Manager Alex Henderson said that an estimated 4 million gallons of water was put on the fire.

Other Business as May Properly Come Before the City Council - None

Adjourn – At 7:26 P. M. the Regular Kingsburg City Council Meeting was adjourned.

Submitted by:



Abigail Palsgaard, City Clerk



Meeting Date: 11/02/2016
Agenda Item: IV a. 2

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Blayney & City Council

REPORT FROM: Christina Windover, Management Assistant

REVIEWED BY: 

AGENDA ITEM: Wage Schedule

ACTION REQUESTED: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

EXECUTIVE SUMMARY

The US Department of Labor (DOL) issued new regulations that make changes to overtime exemption requirements under the federal Fair Labor Standards Act (FLSA). These new rules increase the minimum salary levels that employers are required to pay to employees who are exempt from the FLSA's overtime requirements. The new regulations are effective on December 1, 2016.

The FLSA requires payment of overtime for all hours worked after 40 hours in a workweek however, exempts certain employees, under the "white collar," executive, administrative, and professional exemptions. Under these exemptions, employees must be paid on a salary basis and meet certain requirements in their job duties. The new regulations require a minimum salary level to \$913 per week, or \$47,476 per year.

The new regulations require the DOL to adjust the minimum salary level for these exemptions every three years based on the standard salary level for the 40th percentile of the lowest-wage Census Region, which is currently in the South.

The positions of Management Assistant, Community Services Coordinator, and the Police Department Administrative Assistant are currently compensated below the minimum salary level that goes into effect in December.

Included in your packet is a proposed wage schedule that reflects the necessary changes for the affected positions in the City. The two executive level positions have been adjusted higher than the federal minimum wage requirement to make them more comparable with executive positions in the organization as well as comparable positions from surrounding jurisdictions.

Staff is also in the process of examining all non-represented positions and will bring a more thorough analysis for review at a future meeting. These positions require quicker analysis given their position below the overtime exemption requirements.

RECOMMENDED ACTION BY CITY COUNCIL

1. Approve the proposed wage schedule.

POLICY ALTERNATIVE(S)

1. NA

REASON FOR RECOMMENDATION/KEY METRIC

The Council has oversight on all wages associated with City positions. This is part of our fiscal stability initiative.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|--------------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Yes</u> |
| 3. If Budgeted, Which Line? | <u>001-2200-519-5101</u> |
| | <u>001-2800-529-5101</u> |
| | <u>001-3400-539-5101</u> |

PRIOR ACTION/REVIEW

Council approves wage schedules as amended.

BACKGROUND INFORMATION

See Executive Summary.

ATTACHED INFORMATION

1. Proposed Wage Schedule

CITY OF KINGSBURG SALARY CHART
EFFECTIVE November 2, 2016
Revised 11/2/2016
POSITION

SALARY STEPS-PAID MONTHLY UNLESS NOTED

		A	B	C	D	E
Building Department						
BUILDING OFFICIAL		4646	4878	5121	5376	5646
BUILDING INSPECTOR II/CODE ENFORCEMENT		3664	3847	4040	4243	4455
BUILDING INSPECTOR I/CODE ENFORCEMENT		3055	3208	3367	3536	3712
City Hall						
CITY MANAGER						11500
FINANCE DIRECTOR-TREASURER		6775	7115	7470	7844	8235
PLANNING DIRECTOR		7193	7552	7931	8328	8744
CITY CLERK		4779	5018	5269	5532	5809
MANAGEMENT ASSISTANT		3380	3550	3727	3913	4110
COMMUNITY SERVICES COORDINATOR		\$4,779	\$5,018	\$5,269	\$5,532	\$5,809
COUNCILMEMBER-MAYOR STIPEND		3119	3275	3438	3610	3790
COUNCILMEMBER-MAYOR STIPEND		\$4,779	\$5,018	\$5,269	\$5,532	\$5,809
COUNCILMEMBER STIPEND						300
COUNCILMEMBER STIPEND						250
PARTTIME CITY HALL CLERK		12.19/HR				
Fire Department						
FIRE CHIEF		6838	7180	7540	7916	8313
FIRE CAPTAIN/EMT	REGULAR	4144	4351	4570	4798	5039
	HOLIDAY	240	251	264	277	291
FIRE CAPTAIN/PARAMEDIC (w/o incentive)	REGULAR	4445	4668	4901	5146	5401
	HOLIDAY	256	269	282	296	312
FIRE CAPTAIN/PARAMEDIC (with 2.5% incentive)	REGULAR	4556	4784	5024	5275	5538
	HOLIDAY	263	276	290	305	3210
FIRE CAPTAIN/PARAMEDIC (with 5.0% incentive)	REGULAR	4668	4901	5146	5401	5671
	HOLIDAY	269	282	296	312	326
FIREFIGHTER/PARAMEDIC (w/o incentive)	REGULAR	3760	3947	4142	4354	4571
	HOLIDAY	216	226	239	253	263
FIREFIGHTER/PARAMEDIC (with 2.5% incentive)	REGULAR	3855	4047	4246	4464	4685
	HOLIDAY	221	234	246	259	269
FIREFIGHTER/PARAMEDIC (with 5.0% incentive)	REGULAR	3947	4142	4354	4571	4801
	HOLIDAY	226	239	253	263	276
FIREFIGHTER/EMT (w/o incentive)	REGULAR	3513	3689	3873	4065	4270
	HOLIDAY	203	212	222	234	248
FIREFIGHTER/EMT (with 2.5% incentive)	REGULAR	3600	3781	3967	4165	4373
	HOLIDAY	208	219	228	241	253
FIREFIGHTER/EMT (with 5.0% incentive)	REGULAR	3689	3873	4065	4270	4482
	HOLIDAY	212	222	234	248	259
FIREFIGHTER/PARAMEDIC		2817	2955	3105	3258	3421
PARAMEDIC		2748	2886	3031	3183	3344
PARAMEDIC (w/o incentive)	SHIFT SCHEDULE	3735	3922	4119	4325	4541
	HOLIDAY	216	224	239	250	263

PCF STIPEND (WITH CONDITIONS)	75				
PCF EMERGENCY RATE	12.50/HR				
PCF NIGHT CREW	15.00/NIGHT				
PER DIEM PARAMEDIC	15.00/HR				
Police Department					
CHIEF OF POLICE	7498	7872	8267	8680	9114
POLICE LIEUTENANT	5960	6258	6570	6899	7245
POLICE SERGEANT	5406	5675	5958	6257	6570
POLICE SERGEANT (Hired 1/1/15 or after)	5300	5565	5842	6134	6442
PATROLMAN / OFFICER	4345	4562	4789	5029	5282
PATROLMAN/OFFICER (Hired 1/1/15 or after)	4260	4473	4695	4930	5178
RECORDS SUPERVISOR	3600	3780	3970	4169	4377
POLICE DEPT. ADMINISTRATIVE ASSISTANT	3577	3756	3943	4141	4348
PUBLIC SAFETY DISPATCHER	\$3,956 3026	\$4,154 3176	\$4,362 3336	\$4,580 3504	\$4,809 3677
CONTRACT PUBLIC SAFETY DISPATCHER	18.00/HR				
POLICE RESERVE-LEVEL 1	20.00/HR				
POLICE RESERVE-LEVEL 2	15.00/HR				
COMMUNITY SERVICES OFFICER-PART TIME/BASED ON ASSIGNMENT	12.00/HR				
Public Works Department					
PUBLIC WORKS DIRECTOR	6896	7240	7602	7983	8392
ASSISTANT PUBLIC WORKS DIRECTOR	5747	6035	6336	6653	6986
PUBLIC WORKS SUPERINTENDENT	4529	4756	4994	5244	5506
MAINTENANCE WORKER I	2784	2922	3068	3221	3382
MAINTENANCE WORKER II/Mech/Pool	2910	3055	3208	3367	3536
MAINTENANCE WORKER III	3447	3620	3802	3991	4191
WATER OPERATOR I	3036	3188	3347	3515	3689
WATER OPERATOR II	3587	3766	3955	4153	4360
WATER OPERATOR III	4351	4569	4797	5038	5290
PART TIME PUBLIC WORKS CLERK	11.39/HR				
PART TIME METER READER	10.00/HR				
Senior Center					
SENIOR CITIZEN COORDINATOR	2408	2528	2655	2789	2927
NUTRITION COORDINATOR	11.00/HR				
Miscellaneous					
DEPARTMENT SECRETARY I	2866	3009	3160	3318	3483
DEPARTMENT SECRETARY I W/PLANNING COMMISSION MEETINGS	3010	3161	3318	3485	3659
DEPARTMENT SECRETARY II	3147	3304	3469	3642	3824
DEPARTMENT SECRETARY II W/PLANNING COMMISSION MEETINGS	3304	3469	3642	3824	4015

ADMINISTRATIVE ASSISTANT	2163	2272	2385	2504	2630
ACCOUNT CLERK I	2678	2812	2953	3101	3255
ACCOUNT CLERK II W/ACCOUNTS PAYABLE	3081	3235	3398	3568	3745
ACCOUNT CLERK II	2936	3082	3236	3399	3569
ACCOUNT CLERK III	3228	3389	3560	3737	3924
RECREATION SITE SUPERVISOR	10.75/HR				
RECREATION LEADER	10.00/HR				
LIFEGUARD	10.00/HR				
LIFEGUARD/LEAD GUARD	10.00/HR				
LEAD GUARD	10.50/HR				
POOL CASHIER	10.00/HR				
POOL MANAGER	10.75/HR				
AQUA AEROBICS INSTRUCTOR	15.00/HR				
LEAD AQUA AEROBICS INSTRUCTOR	16.50/HR				

*KPOA/KPFA 1% MOU Raises Effective 7/1/16

RESOLUTION NO. 2016-049

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG
APPROVING THE AMENDMENT OF THE ANIMAL CONTROL FEES AND FINES
TO THE POLICE DEPARTMENT FEES AND FINES IN THE MASTER FEE
SCHEDULE FOR THE CITY OF KINGSBURG**

WHEREAS, on September 21, 2016, the Kingsburg City Council held a duly noticed public hearing regarding an ordinance (“**Ordinance**”) amending Chapter 6.04 of Title 6 of the Kingsburg Municipal Code pertaining Dogs and Other Animals, and fees and fines for violations of Chapter 6.04 of Title 6 of the Kingsburg Municipal Code has also been amended (“Animal Control Fees”). During the public hearing, the City Council received oral and written testimony regarding the Ordinance; and

WHEREAS, the City Council desires to amend City Council Resolution 2014-44, which establishes the current Master Fee Schedule for the City of Kingsburg; and

WHEREAS, by amending and clarifying Animal Control Fees and Fines, the amended Master Fee Schedule shall assist in providing full and fair compensation to the City of Kingsburg for services related to animal control; and

NOW THEREFORE, BE IT RESOLVED: That the Animal Control Fees and Fines, identified in Exhibit A, are hereby added to the Police Department Fees and Fines contained in the City of Kingsburg Master Fee Schedule. The Animal Control Fees and Fines become effective on the date the Ordinance became effective.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Kingsburg duly called and held on the 2nd day of November, 2016, by the following vote:

AYES: Council Member(s):
NOES: Council Member(s):
ABSTAIN: Council Member(s):
ABSENT: Council Member(s):

Abigail Palsgaard, City Clerk

STATE OF CALIFORNIA)
COUNTY OF FRESNO)ss
CITY OF KINGSBURG)

I, ABIGAIL PALSGAARD, City Clerk of the City of Kingsburg, do hereby certify the foregoing Resolution 2016-049 was duly passed and adopted at a regular meeting of said City Council held on the 2nd day of November 2016.

Dated: November 2, 2016

Abigail Palsgaard, City Clerk

EXHIBIT A

Remove:

DOG RUNNING AT LARGE
(in a 12 month period)

1 st Response	No Charge
2 nd Response	No Charge
3 rd /5 th Response	\$50.00
6 th and Subsequent	\$250.00

Add:

Dog and Other Animals Code Violation – Dog Bites and Attacks (KMC 6.04.121)

Dog Attack without bodily harm: (Section A. 1)

1 st Response:	\$100.00
2 nd Response within 12 months:	\$200.00
3 rd Response and Subsequent within 12 months:	\$500.00

Dog Attack with bodily harm (Section A. 2): Up to \$1,000

Dog and Other Animals Code Violation – General (KMC 6.04.122)

1 st Response:	\$100.00
2 nd Response within 12 months:	\$200.00
3 rd Response within 12 months:	\$500.00
4 th and Subsequent within 12 months:	Up to \$1,000.00



Meeting Date: 11/02/2016
Agenda Item: V 2

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Blayney & City Council

REPORT FROM: Neil Dadian, Police Chief

REVIEWED BY:



AGENDA ITEM: Adult Use of Marijuana Regulation Ordinance

ACTION REQUESTED: ☒ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

EXECUTIVE SUMMARY

Pending before the voters of California this November is the Adult Use of Marijuana Act ("AUMA"), being considered as Proposition 64 on November 8, 2016. The purpose of AUMA is to establish a comprehensive system to legalize, control and regulate the cultivation, processing, manufacture, distribution, testing, and sale of nonmedical marijuana, including marijuana products. Adults 21 and older will be allowed to possess marijuana and grow certain amounts at home for personal use if this act passes. Current polling shows that Proposition 64 is likely to be approved by California voters.

Kingsburg Municipal Code, Chapter 17.97, currently governs the use of medical marijuana within the City of Kingsburg. Medical marijuana personal use cultivation is allowed under the following limited circumstances: it must occur entirely inside the person's residence or in an attached garage or accessory building; the cultivation area may not exceed 32 square feet and 10 feet in height; any accessory building must be opaque; and there must be a ventilation and filtration system designed to ensure that odors from the cultivation are not detectable beyond the residence and to prevent mold and moisture.

Under amendments proposed to the existing ordinance, recreational marijuana use would also be included, along with the following regulations:

1. The cultivation of recreational marijuana shall be subject to the limits set forth in any applicable State law.
2. Removal of the current allowance for limited collective or cooperative cultivation. Once the Medical Cannabis Regulation and Safety Act ("Act") regulations come out, collective and cooperative cultivation is prohibited under State law.
3. An express ban on all commercial marijuana operations that might be allowed under the Act.

Approval of this ordinance will set into place regulations related to recreational use of

marijuana in the city whereas the existing ordinance strictly deals with medical marijuana.

RECOMMENDED ACTION BY CITY COUNCIL

1. For the City Council to approve a request to amend Chapter 17.97 of the Kingsburg Municipal Code making this Chapter, applicable to the recreational use of marijuana, and expressly banning commercial marijuana operations that may be allowed under State law.

POLICY ALTERNATIVE(S)

1. None. This action maintains consistency with the intent of the current ordinance.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|-----|
| 1. Is There A Fiscal Impact? | Yes |
| 2. Is it Currently Budgeted? | No |
| 3. If Budgeted, Which Line? | No |

Fiscal Impact is minor as it relates the cost of enforcement by the Police Department and City Code Enforcement of the Municipal Code. Officers with the Kingsburg Police Department would require additional training to include recreational marijuana.

BACKGROUND

In 1996, with the adoption of Proposition 215, the California voters approved the Compassionate Use Act (Health and Safety Code § 11362.5) to ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes where that medical use is deemed appropriate and has been recommended by a physician, without fear of criminal prosecution under limited, specified circumstances. Subsequent State legislation sought to clarify the scope of the Compassionate Use Act and provide additional statutory guidance regarding medical marijuana use. These statutes are codified at Health and Safety Code § 11362.7 et seq. and allow cities and counties to adopt supplemental rules and regulations.

On October 9, 2015, the Governor signed the Medical Marijuana Regulation and Safety Act which included AB 243, AB 266, and SB 43, now called the Medical Cannabis Regulation and Safety Act ("Act"). This was done in part, to ensure uniformity among jurisdictions that wished to allow medical marijuana dispensaries and cultivation. The intent of the Act was to create a licensing and regulatory framework for medical cannabis. This was accomplished by creating a comprehensive state licensing system for the commercial cultivation, manufacture, retail sale, transport, distribution, delivery, and testing of medical cannabis. All licenses must also be approved by local governments.

Pending before the voters this November is California Proposition 64, the California Marijuana Legalization Initiative, a ballot in California as an initiated state statute. Supporters refer to the initiative as the "Adult Use of Marijuana Act". If passed, it will establish a system to legalize, control and regulate the cultivation, processing, manufacture, distribution, testing, and sale of nonmedical marijuana, including marijuana products. Adults 21 and older will be allowed to possess marijuana and grow certain amounts at home for

personal use.

The proposed ordinance would provide an express ban on all commercial marijuana operations, and regulate the cultivation and consumption of recreational marijuana in the same manner as the City regulates the cultivation and consumption of medical marijuana for personal use, to also be subject to the limits set forth in any applicable State law.

ATTACHED INFORMATION

1. Ordinance 2016-006- Amending Chapter 17.97 of Title 17, of the Kingsburg Municipal Code Pertaining to Medical and Recreational Marijuana

ORDINANCE NO. 2016-006

**AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING CHAPTER 17.97 OF TITLE 17, OF THE KINGSBURG MUNICIPAL CODE
PERTAINING TO MEDICAL AND RECREATIONAL MARIJUANA**

The City Council of the City of Kingsburg does hereby ordain as follows:

SECTION 1. Chapter 17.97 of Title 17 of the Kingsburg Municipal Code is amended in its entirety to read as follows:

Chapter 17.97 MEDICAL AND RECREATIONAL MARIJUANA REGULATION

Section 17.97.01 Purpose and Intent

Acknowledging cannabis/marijuana continues to be recognized by the United States government as a Schedule 1 controlled substance the possession of which is a violation of United States Code Title 21, Chapter 13, Section 801 et seq., it is the purpose and intent of this chapter to promote the health, safety, morals, and general welfare of the residents and businesses within the city by regulating the cultivation, processing, extraction, manufacturing, testing, distribution, transportation, sale, and consumption of marijuana, whether for medical purposes as currently allowed under California law or for recreational use should recreational use become lawful under California law.

Section 17.97.020 Definitions

For purposes of this chapter, the following definitions shall apply:

A. "Act" means the Medical Marijuana Regulation and Safety Act, now called the Medical Cannabis Regulation and Safety Act, including implementing regulations, as the Act and implementing regulations may be amended from time to time. The terms Act, Medical Marijuana Regulation and Safety Act, Medical Cannabis Regulation and Safety Act, may be used interchangeably, but shall have the same meaning.

B. "Cannabis" or "marijuana" shall have the meaning set forth in California Business and Professions Code section 19300.5(f). Cannabis and marijuana may be used interchangeably, but shall have the same meaning.

C. "Collective or cooperative cultivation" means the association of two or more persons, including, without limitation, qualified patients, persons with valid identification cards, and designated primary care givers to cultivate marijuana for medical or other purposes.

D. "Commercial marijuana operation" means any commercial cannabis activity as set forth in California Business and Professions Code section 19300.5(k) and allowed under the Act, and all uses permitted under any subsequently enacted California law pertaining to the same or similar uses for recreational cannabis.

E. "Delivery" means the commercial transfer of medical or recreational use marijuana and marijuana products from any source as well as the use of any technology platform that enables

persons, whether qualified patients, caregivers, or recreational users, to arrange for or facilitate the transfer and delivery of marijuana.

F. "Marijuana Collective or Cooperative" means the association of two or more persons including, without limitation, qualified patients, persons with valid identification cards, and designated primary caregivers, who collectively or cooperatively cultivate, use, sell, transport, process, administer, deliver, dispense, or give away marijuana for medical or other purposes.

G. "Marijuana dispensary" or "dispensary" means any facility or location, whether fixed or mobile, and any building or structure, where cannabis is made available to, distributed by, or distributed to persons or entities.

H. "Marijuana products" means cannabis that has undergone a process whereby the plant material has been transformed into any form including, without limitation, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

I. "Medical marijuana or medical marijuana use" means the use of cannabis for the purposes set forth in the Compassionate Use Act and the Medical Marijuana Program Act, California Health and Safety Code sections 11362.5 and 11362.7 et seq.

J. "Person" means any individual, partnership, limited liability company, corporation, association, trust, joint venture, society, club or other organization or group of Persons.

K. "Recreational marijuana or recreational marijuana use" means all uses of cannabis not included within the definition of medical marijuana use.

Section 17.97.030 Regulations Applicable to the Cultivation of Medical Marijuana.

To the extent the city is required to allow the cultivation of medical marijuana under California law, the requirements set forth in this Section 17.97.030 shall apply. Nothing in this section shall be interpreted to permit medical or commercial marijuana operations, collective or cooperative cultivation of marijuana, marijuana collectives or cooperatives or marijuana dispensaries otherwise prohibited by this chapter.

A. Personal Use Cultivation. Only an individual qualified patient or person with a medical marijuana identification card may cultivate medical marijuana in his/her private residence. Cultivation shall be limited to a maximum of six (6) marijuana plants. A primary caregiver shall only cultivate medical marijuana in the residence of a qualified patient or person with a medical marijuana identification card for whom he/she is the primary caregiver. Medical marijuana cultivation for personal use shall be subject to the following requirements:

1. Area. The medical marijuana cultivation area in the residence shall not exceed thirty two (32) square feet measured by the canopy of the marijuana plants and not exceed ten feet (10') in height in the residence. This limit applies regardless of the number of qualified patients or persons with an identification card residing in the residence. The cultivation area shall be a single designated area in the residence.

2. Lighting. Medical marijuana cultivation lighting in the residence shall not exceed a total of 1200 watts.

1 3. Building Code Requirements. Any alterations or additions to the residence shall be subject
2 to applicable building and fire codes, including, without limitation, plumbing and electrical,
3 and all applicable municipal code requirements, including, without limitation, lot coverage, set
back and height requirements.

4 4. Gas Products. The use of gas products (CO2, butane, etc.) for medical marijuana cultivation
5 or processing is prohibited.

6 5. Evidence of Cultivation. There shall be no exterior evidence of medical marijuana
7 cultivation occurring on the site of the residence that can be seen from neighboring properties,
public rights of way or other public spaces.

8 6. Residence. The qualified patient or person with an identification card shall reside in the
9 residence where the medical marijuana cultivation occurs.

10 7. Cultivation Elsewhere in City. The qualified patient or person with an identification card
11 shall not participate in medical marijuana cultivation in any other location within the city.

12 8. Incidental Use. The residence shall maintain kitchen, bathrooms, and primary bedrooms for
their intended use and not be used primarily for medical marijuana cultivation.

13 9. Ventilation. The medical marijuana cultivation area shall include a ventilation and filtration
14 system designed to ensure that odors from the cultivation and use of marijuana are not
15 detectable beyond the inside walls of the residence and designed to prevent mold and moisture
16 and otherwise protect the health and safety of persons residing in the residence. The ventilation
17 system shall include at a minimum, a system meeting the requirements of the current, adopted
edition of the California Building Code § 1203.4 Natural Ventilation or § 402.3 Mechanical
Ventilation (or its equivalent(s)).

18 10. Storage of Chemicals. Any chemicals used for medical marijuana cultivation shall be stored
19 outside of the habitable areas of the residence and outside of public view from neighboring
20 properties and public rights of way. Any and all chemicals must be used, stored and disposed of
21 in compliance with all limitations, restrictions, conditions, standards, prohibitions,
22 requirements, obligations, schedules and timetables contained in all Environmental Laws. As
23 used in this chapter, the term "Environmental Laws" means any past, present or future federal,
24 state or local statutory or common law, or any regulation, ordinance, code, plan, order, permit,
25 grant, franchise, concession, restriction or agreement issued, entered, promulgated or approved
26 thereunder, relating to (i) the environment, human health or safety, including, without
27 limitation, emissions, discharges, releases or threatened releases of Hazardous Materials (as
defined below) into the environment (including, without limitation, air, surface water,
groundwater or land); or (ii) the use, treatment, receipt, storage, disposal, transport, arranging
for transport, or handling of Hazardous Materials. As used in this chapter, the term "Hazardous
Materials" shall mean and include any and all hazardous or toxic materials, substances,
chemicals or wastes as now or hereafter designated or regulated under any law, statute,

ordinance, rule, regulation, order or ruling of any agency of the State of California, the United States Government or any local governmental authority.

11. Nuisance. The medical marijuana cultivation area shall not adversely affect the health or safety of the residents of the city by creating dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts; and not be hazardous due to the use or storage of materials, chemicals, processes, products or wastes, or from other actions related to the cultivation.

12. Property Owner Authorization. For rental property, the tenant/lessee shall obtain written authorization and consent from the landlord/lessor prior to commencing cultivating medical marijuana at the residence. The landlord/lessor shall have the right to revoke such authorization and consent of any time. Upon the revocation of such authorization and consent, the cultivation of medical marijuana shall immediately terminate and all marijuana plants shall be immediately removed from the residence.

13. Notification. Prior to commencement of cultivation of medical marijuana within any residence the owner or landlord/lessor and tenant/lessee of the residence within which cultivation of medical marijuana will occur shall provide the Kingsburg Police Department with written notification ("Notification"), using the Notification form provided by the Kingsburg Police Department, of the intent to cultivate medical marijuana within the residence. Any person cultivating marijuana in their residence prior to the effective date of this chapter shall provide the Notification required by this section to the Kingsburg Police Department within ten (10) days after the effective date of this chapter. Upon receipt of a Notification, the Kingsburg Police Department shall direct the owner or landlord/lessee and tenant/lessee to the Kingsburg Planning Development to obtain a copy of this chapter and information regarding building code and permit requirements that may be applicable to the residence if alterations or additions to the residence are needed in order to comply with the provisions of this chapter. The Kingsburg Police Department and Planning Development shall keep patient information confidential to the extent required by law.

14. Posting of Physician Recommendation or Identification Card; Posting of Owner Authorization and Consent. A copy of a qualified patient physician recommendation or identification card shall be posted in a conspicuous place in the cultivation area for each patient residing in the residence that is cultivating medical marijuana. For rental properties, a copy of the owner's written authorization to cultivate marijuana within the residence shall also be posted in the same manner.

B. Collective or Cooperative Cultivation. The collective or cooperative cultivation of medical marijuana or the operation of a medical marijuana dispensary is prohibited in the city.

Section 17.97.040 Regulations Applicable to the Cultivation of Recreational Marijuana.

To the extent recreational marijuana use becomes legal under California law and the city is required to allow the cultivation of recreational marijuana under California law, the requirements set forth in Section 17.97.030 shall apply to the cultivation of recreational marijuana within a residence and upon the property where the residence is located.

1 A. California Law Requirements. In addition to the provisions of this Chapter the cultivation of
2 recreational marijuana shall be subject to all of the requirements set forth in California law.

3 B. Compliance with Medical Marijuana Personal Use Cultivation Requirements. All persons
4 allowed under California law to cultivate recreational use marijuana shall be subject to and shall
5 comply with the same rules, requirements, and limitations applicable to the personal use cultivation
6 of medical marijuana set forth in this chapter.

7
8 **Section 17.97.050 Regulations Applicable to Marijuana Operations, Cooperatives,**
9 **Dispensaries and Deliveries.**

10 A. Commercial Marijuana Operations. Commercial marijuana operations as defined in section
11 17.97.020 D. are prohibited within the city.

12 B. Collective or Cooperative Cultivation and Marijuana Collective or Cooperative. Collective or
13 cooperative cultivation of marijuana as defined in section 17.97.020 C. and marijuana collectives
14 or cooperatives as defined in section 17.97.020 F. are prohibited within the city.

15 C. Dispensaries. Marijuana dispensaries as defined in Section 17.97.020 G. are prohibited within
16 the city.

17 D. Deliveries. The delivery of marijuana as defined in Section 17.97.020 E. is prohibited in the city
18 regardless of whether the delivery is initiated within or outside of the city, and regardless of
19 whether a technology platform is used for the ordering or delivery by the dispensary.

20 E. Exceptions. The following facilities providing medical marijuana to patients are not subject to
21 the provisions of Section 17.97.050(b) provided the facilities operate in strict compliance with
22 Health and Safety Code sections 11362.5 and 11362.7 *et seq.*, and all other California and local
23 laws, including, without limitation, zoning, permitting, and licensing requirements:

24 1. A clinic licensed pursuant to Chapter 1 (commencing with Section 1200) of Division 2 of
25 the Health and Safety Code.

26 2. A health care facility licensed pursuant to Chapter 2 (commencing with Section 1250) of
27 Division 2 of the Health and Safety Code.

3. A residential care facility for persons with chronic life-threatening illness licensed pursuant
to Chapter 3.01 (commencing with Section 1568.01) of Division 2 of the Health and Safety
Code.

4. A residential care facility for the elderly licensed pursuant to Chapter 3.2 (commencing with
Section 1569) of Division 2 of the Health and Safety Code.

5. A residential hospice, or a home health agency licensed pursuant to Chapter 8 (commencing
with Section 1725) of Division 2 of the Health and Safety Code.

1 **Section 17.97.060 Regulations Applicable to the Consumption of Marijuana**

2 No person shall smoke, ingest, or otherwise consume marijuana or marijuana products, whether
3 recreational or medical, in the city unless such smoking, ingesting or consumption is allowed by
4 California law and occurs entirely within a private residence. "Within a private residence" shall mean
5 inside habitable areas and shall not include garages, whether attached or detached, and other accessory
6 buildings. Except that, medical marijuana may be consumed within the facilities identified in section
7 17.97.050 D of this chapter.

8 All consumption of marijuana or marijuana products permitted by this chapter shall be done in
9 a manner that does not constitute a nuisance or that is adverse to the health and safety of the public.

10 **Section 17.97.060 Penalties and Enforcement**

11 Violations of this chapter for conduct that is not otherwise considered lawful under California
12 law shall be considered misdemeanors and punishable in accordance with chapter 1.16 of the
13 Municipal Code. Each and every day, or portion thereof, a violation exists shall be a separate offense.
14 The city may also pursue any and all applicable civil and administrative remedies, including but not
15 limited to injunctive relief and administrative citations to terminate such conduct.

16 **Section 17.97.070 Judicial Review**

17 Judicial review of a decision made under this chapter may be had by filing a petition for a writ
18 of mandate with the superior court in accordance with the provisions of the California Code of Civil
19 Procedure Section 1094.5. Any such petition shall be filed within ninety (90) days after the day the
20 decision becomes final as provided in California Code of Civil Procedure Section 1994.6, which shall
21 be applicable for such actions.

22 **Section 17.97.080 Severability**

23 If any section, subsection, subdivision, sentence, clause, phrase, or portion of this chapter or
24 the application thereof to any person or place, is for any reason held to be invalid or unconstitutional
25 by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the
26 remainder of this chapter. The City Council hereby declares that it would have adopted this chapter,
27 and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof,
irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses,
phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 2. This ordinance shall take effect thirty (30) days after its passage and shall be
published in the Kingsburg Recorder within fifteen (15) days after its passage.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Kingsburg
duly called and held on the 2nd day of November, 2016, by the following vote:

AYES:	Council Member	_____

NOES:	Council Member	_____
ABSTAIN:	Council Member	_____
ABSENT:	Council Member	_____

APPROVED

Mayor

ATTEST: _____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss
CITY OF KINGSBURG)

I, **ABIGAIL PALSGAARD**, City Clerk of the City of Kingsburg, do hereby certify the foregoing ordinance was duly introduced at a regular meeting of the City Council of the City of Kingsburg on the 2nd day of November, 2016, and it was duly passed and adopted at a regular meeting of said City Council held on the 2nd day of November, 2016.

Dated: November 2, 2016

Abigail Palsgaard, City Clerk



Meeting Date: 11/02/2016
Agenda Item: V. 3.

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Blayney and City Council Members

REPORT FROM: Abigail Palsgaard, City Clerk

REVIEWED BY:



AGENDA ITEM: Off Street Parking Ordinance

ACTION REQUESTED: ☒ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

EXECUTIVE SUMMARY

On September 21, 2016 Council discussed proposed Ordinance 2016-005. Although the item was pulled from the agenda there was a lengthy discussion from Council and the Public who gave Staff direction. With the direction in mind, Staff revised proposed Ordinance 2016-005 to continue to allow parking of RVs in the front drive way, to include clarification of 'paved', and to specifically allow parking of RVs in side and backyards as long as they comply with setbacks and other regulations as set forth in the ordinance.

The Ordinance also sets all fines at one hundred dollars (\$100) per violation.

Council will also be considering changes to the remainder of the parking language at a later date. Given the amount of updates required, Staff felt a more phased approach would be appropriate.

RECOMMENDED ACTION BY CITY COUNCIL

1. *Adopt ordinance 2016-005.*

POLICY ALTERNATIVE(S)

1. Keep current language.

REASON FOR RECOMMENDATION/KEY METRIC

1. Clarify parking restrictions for residents and Staff.
2. Standardize the bail/fine amount.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|----|
| 1. Is There A Fiscal Impact? | No |
| 2. Is it Currently Budgeted? | No |
| 3. If Budgeted, Which Line? | NA |

PRIOR ACTION/REVIEW

1. Council reviewed and discussed Ordinance 2016-005 on September 21, 2016 where they took public comments.

BACKGROUND INFORMATION

The current ordinance has some language that is unclear or subject to interpretation. The new language makes clear certain definitions and helps residents better understand the limitations on parking. The current language has different fines for different violations, either twenty-eight dollars (\$28) or one hundred dollars (\$100), for various sections. The new language standardizes the fine at one hundred dollars (\$100) for all violations and states it in the ordinance.

ATTACHED INFORMATION

1. Ordinance 2016-005 Amending Paragraphs A. and B. of Section 17.54.020 of Chapter 17.52 of Title 17 of the Kingsburg Municipal Code pertaining to Off-Street Parking.
2. Redlined version of the proposed code.

ORDINANCE NO. 2016-005

AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING PARAGRAPHS A. AND B. OF SECTION 17.54.020 OF CHAPTER 17.52 OF
TITLE 17 OF THE KINGSBURG MUNICIPAL CODE
PERTAINING TO OFF-STREET PARKING

The City Council of the City of Kingsburg does hereby ordain as follows:

Section 1. Paragraphs A. and B. of Section 17.52.020 of Chapter 17.52 of Title 17 of the Kingsburg Municipal Code are hereby amended in their entirety as follows:

“17.52.020 Off-Street Parking Facilities Required.

Paragraph A. of Section 17.52.020 Chapter 17.52 of Title 17 of the Kingsburg Municipal Code is hereby amended in its entirety as follows:

“A. Definition of Parking Space. A parking space is an area for the parking of a motor vehicle plus those additional areas and facilities required to provide for safe access to and from the motor vehicle parking area. The parking space must be useable and accessible for the type of motor vehicle allowed to use the parking space.

Paragraph B. of Section 17.52.020 of Chapter 17.52 of Title 17 of the Kingsburg Municipal Code is hereby amended in its entirety as follows:

“B. Special Limitations and Requirements for Parking in Residential Areas. No semi-truck and trailer or truck-tractor and trailer, or other vehicle having a gross minimum weight in excess or three tons (6,000 pounds) shall be parked within any residential zone district except for the purpose of loading, unloading or delivery of merchandise, materials or packages. No recreational vehicles, including, without limitation, motor homes, camping trailers, above-cab campers, boat trailers, boats, pick-up campers, fifth wheel trailers or dune buggies (collectively “RV’s”), shall be stored or parked in a residential zone except as follows:

1. RV’s may be parked within paved or graveled front yard areas (including the front yard driveway) so long as the paved or graveled area is within the front yard property line and set back at least ten (10) feet from the curb line of the street. If the RV is parked in the driveway, the front of the RV including, without limitation, trailer tongues, goosenecks and other trailering apparatus must be at least ten (10) feet from the curb line of the street.

2. RVs may be parked on a paved or graveled side yard area so long as the paved or graveled side yard area is within the minimum side yard setback.

3. RV’s may be parked in the backyard area within minimum backyard setback.

1 4. Guest parking of RVs in the street in front of a residence is limited to not more than four
2 days in any thirty (30) day period, measured from the first day of parking, provided a permit
3 for such RV parking is first obtained from the city's police department. The permitted RV
4 shall be used solely as sleeping quarters and water and electricity may be provided by on-site
hookups from the residence. However, on-site hookups of an RV to on-site, gas or sewage
disposal facilities is prohibited.

5 5. RV parking at the street curb line is permitted for the time period needed for actual loading
6 or unloading of the RV.

7 6. In any residential zone district, all motor vehicles incapable of movement under their own
8 power, other than in cases of emergency, accident or breakdown, shall be stored in an entirely
9 enclosed space, garage or carport. No more than one such vehicle shall be so stored at any
10 time at a residence, and no more than one such vehicle shall be under repair at any time at a
11 residence. Parking on lawns and, except as otherwise provided in this Section 17.52.020,
12 other areas in front yards is prohibited.

13 A fine of one hundred dollars (\$100.00) will be imposed for each violation of the provisions
14 of this Paragraph B.

15 **Section 2.** This ordinance shall take effect thirty (30) days after its passage and shall be published in
16 the Kingsburg Recorder within fifteen (15) days after its passage.

17 Passed and adopted by a regular meeting of the City Council of the City of Kingsburg, duly called
18 and held on the 2nd day of November, 2016, by the following vote:

19 Ayes: Council Member(s):

20 Noes: Council Member(s):

21 Absent: Council Member(s):

22 Abstain: Council Member(s):

23 APPROVED:

24 _____
25 Bruce Blayney, Mayor

26 ATTEST: _____
27 Abigail Palsgaard, City Clerk

1 STATE OF CALIFORNIA)
2 COUNTY OF FRESNO) ss
3 CITY OF KINGSBURG)

4 I, Abigail Palsgaard, City Clerk of the City of Kingsburg do hereby certify that the foregoing
5 Ordinance was duly introduced at a regular meeting of the City Council of the City of Kingsburg on
6 the 2nd day of November, 2016, and it was duly passed and adopted at a regular meeting of said City
7 Council held on the ___ day of November, 2016.

8 Dated: November ____, 2016

9 _____
Abigail Palsgaard, City Clerk

17.52.020—Off-street parking facilities required.

A. ORDINANCE NO. 2016-005

AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING PARAGRAPHS A. AND B. OF SECTION 17.54.020 OF CHAPTER 17.52 OF
TITLE 17 OF THE KINGSBURG MUNICIPAL CODE
PERTAINING TO OFF-STREET PARKING

The City Council of the City of Kingsburg does hereby ordain as follows:

Section 1. Paragraphs A. and B. of Section 17.52.020 of Chapter 17.52 of Title 17 of the Kingsburg Municipal Code are hereby amended in their entirety as follows:

“17.52.020 Off-Street Parking Facilities Required.

Paragraph A. of Section 17.52.020 Chapter 17.52 of Title 17 of the Kingsburg Municipal Code is hereby amended in its entirety as follows:

“A. Definition of Parking Space-Definition.. A parking space shall be is an area for the parking of a motor vehicle, plus those additional areas and facilities required to provide for safe access to and from said the motor vehicle parking area. The parking space. The area set aside to met these provisions must be useable and accessible for the type of motor vehicle allowed to use the parking need that must be satisfied. space.

B.—

Paragraph B. of Section 17.52.020 of Chapter 17.52 of Title 17 of the Kingsburg Municipal Code is hereby amended in its entirety as follows:

“B. Special Limitations and Requirements for Parking in Residential Areas. No semi-truck and trailer, semi- or truck, tractor and trailer, or other truck exceeding one ton of capacity vehicle having a gross minimum weight in excess or three tons (6,000 pounds) shall be parked within any residential zone district. In any residential district, no recreation except for the purpose of loading, unloading or delivery of merchandise, materials or packages. No recreational vehicles (RVs), including, without limitation, motor homes, camping trailertrailers, above-cab campers, boat trailers, boats, pick-up campers, fifth wheel trailers or dune buggies, (collectively “RV’s”), shall be stored or parked within a side or rear yard, or within front yard driveways or other off-street parking space, subject to the following regulations: in a residential zone except as follows:

1.—— Parking of RVs RV’s may be parked within paved or graveled front yard areas shall be wholly(including the front yard driveway) so long as the paved or graveled area is within the front yard property line and set back at least ten (10) feet from the curb line of the street. If the RV is parked in the driveway, the front of the RV including, without limitation, trailer tongues, goosenecks and other trailering apparatus must be at least ten (10) feet from the curb line of the street.

2.—— Parking of RVs within side yards shall not infringe upon the

2. RVs may be parked on a paved or graveled side yard area so long as the paved or graveled side yard area is within the minimum side yard setback ~~unless the RV is less than seven feet in height.~~

3. ~~RV's~~ may be parked in the backyard area within minimum backyard setback.

4. Guest parking of RVs in the ~~public right-of-way~~ street in front of a residence is limited to not more than four days in any thirty (30) day period, measured from the first day of parking, provided ~~that~~ a permit for such RV parking is first obtained from the city's police department. ~~Such guest parking~~ The permitted RV shall ~~permit use of~~ be used solely as sleeping quarters ~~but shall not permit~~ and water and electricity may be provided by on-site hookups ~~of~~ from the residence. However, on-site hookups of an RV to on-site ~~water, gas, electricity~~ or sewage disposal facilities is prohibited.

~~4. All other~~

5. RV parking ~~of RVs~~ at the street curb line ~~shall be~~ is permitted ~~only~~ for the active ~~time~~ period needed for actual loading or unloading of ~~such vehicles~~ the RV.

6. In any residential zone district, all motor vehicles incapable of movement under their own power, other than in cases of emergency, accident or breakdown, shall be stored in an entirely enclosed space, garage or carport. No more than one such vehicle shall be so stored at any time at a residence, and no more than one such vehicle shall be ~~allowed to be~~ under repair at any time at a residence. Parking on lawns ~~or~~ and, except as otherwise provided in this Section 17.52.020, other areas in front yards, ~~other than on a driveway,~~ is prohibited. ~~A fine of one hundred dollars (\$100.00) will be imposed for each violation of the RV parking regulations as set forth in this section.~~

A fine of one hundred dollars (\$100.00) will be imposed for each violation of the provisions of this Paragraph B.



Meeting Date: 11/02/2016
Agenda Item: V 4

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Blayney & City Council

REPORT FROM: Alex Henderson, City Manager, ICMA-CM

REVIEWED BY:



AGENDA ITEM: Public Safety Funding; Community Facilities District

ACTION REQUESTED: ☐ Ordinance ☐ Resolution ☒ Motion ☒ Receive/File

EXECUTIVE SUMMARY

The discussion regarding public safety and funding mechanisms for personnel and capital equipment has been ongoing for several years. A Public Safety Tax/Fee has been a part of that discussion. As such, the City Finance Committee has been completing research and review of the issue since March 2016. In August 2016, the Committee made recommendation to move forward with a proposed Community Facilities District for the purpose of funding public safety. The City Public Safety Committee made the same recommendation during their September 2016 meeting.

Enclosed in your packet you will find a number of items related the process involved as it relates to a Community Facilities District. Items include:

1. Proposed timetable of events
2. Template consultation document for financing purposes
3. Revenue projection for a CFD
4. June 2016 Local Revenue Measure Results
5. Current personnel cost averages
6. Comparison of sales tax/CFD models
7. Comparative Tax Rate Schedule

Council should examine the potential rate schedule for the proposed fee, along with the timetable and determine if any adjustments should be made.

A Community meeting was held on October 27, 2016 to gauge public input and feedback about a proposed tax. The meeting was informal and included a brief survey as well. Survey results from both in-person and online results have been included. Updated results will be available for review at the meeting as well.

During the October 27 meeting, the following issues were discussed (not all-inclusive):

1. Length of the measure
2. Assurance of utilizing taxing dollars for public safety without a reduction in existing service levels
3. Sales tax vs. parcel tax

4. Impact of new monies on each department

General consensus from the meeting showed overall support, with interest in final details that will emerge over the next few months.

RECOMMENDED ACTION BY FINANCE COMMITTEE

1. Staff is seeking direction on moving forward with the proposal, which would include contracting with the Special tax consultant.

POLICY ALTERNATIVE(S)

1. Council could seek additional information.
2. Council could choose to not pursue a public safety tax.

REASON FOR RECOMMENDATION/KEY METRIC

1. The policy provides necessary and adequate financial stability for public safety services.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u> |
| 3. If Budgeted, Which Line? | <u>N/A</u> |

PRIOR ACTION/REVIEW

The City's Finance Committee discussed different funding models during meetings in March, May and August 2016.

In addition, the City's Public Safety Committee also was presented information during their September 2016 meeting. Both Committees have recommended that the Council explore and pursue a fee associated with public safety services.

The Council heard first discussion during their October 19 meeting and requested addition public input. An informational meeting was held on October 27 to garner input. In addition, a public survey and feedback form have been distributed via the website and social media outlets. Information will also be included in the upcoming (November) City utility bill.

BACKGROUND INFORMATION

During the Finance Committee's March 17, 2016 meeting, Committee members held a conference call with Nathan Perez of Taussig & Associates to discuss public safety funding opportunities. The initial call was informal, and guidance was given for Mr. Perez to provide follow-up information. At the May 19, 2016 meeting, Mr. Perez provided a more detailed presentation regarding options related to revenue production for specific purposes. For Kingsburg, the presentation centered on additional funding for public safety services (fire/EMS personnel, police personnel and related equipment). During the meeting, the group asked questions about sources of funding (sales tax, parcel tax, community facilities district, etc.) and how each process can differentiate. The group determined that more information was needed, specifically regarding a Community Facilities District (CFD) approach. Given the timing involved and the Committee's workload surrounding the pending budget, it was determined that the topic would be tabled and re-discussed after the adoption of the 2016/17 annual budget.

Staff understands the discussion of a public safety related fee/tax has been discussed informally for a

number of years. The item has never formally been taken to a vote, which would require 2/3 voter support in order to pass.

Currently, the City employs the following public safety personnel:

1. Police Department (fully funded through general fund – some grant money offset)
 - 1 Police Chief
 - 3 Sergeants
 - 10 sworn police officers
 - 3 non-sworn administrative personnel

The Police Dept. accounts for 51% of general fund spending, with personnel costs accounting for the majority of their annual budget.

2. Fire Department (Funding provided by general fund, grant monies and ambulance charges for service)
 - 1 Fire Chief
 - 3 Shift Captains (Paramedics/EMTs)
 - 6 Full-time Firefighters/Paramedics
 - 23 Reserves in program (paid only when running calls)

Fire/ambulance services have been subsidized by the general fund for several years. The amounts vary, and have been declining due to an updated ambulance fee schedule, new collection vendor, and participating in State and Federal reimbursement programs.

Attached spreadsheets outline the average fully loaded (wage, benefits, workers compensation, etc.) cost to employ new employees for each of these professions. While the City continues to employ techniques to grow our overall general fund revenues, streamline efficiencies to cut costs, and explore other revenue models, the additional costs to employ new full-time public safety personnel are unlikely to be realized through commercial and/or residential growth in the near-term; the costs are simply too great.

For example, in the case of the fire department, we currently staff 3-0 minimums (3 full time employees per shift). To adequately run 4-0, we would need to hire an additional 3 full time firefighters. We supplement our full-time work for both Fire and PD with Level 1 reserves, but this can lead to fluctuations in the amount of staff on-duty at any given time (based upon Reserve availability). To provide some level of comparison, the City collects approximately \$1mm in sales tax revenue each year. So to increase our Fire Dept. staff to 4-0, we would need to realize a nearly 25% increase in sales tax dollars on an ongoing basis. If the community and Council desire to grow either department by any significant margin, we'll need to explore different funding options.

ATTACHED INFORMATION

1. Public Safety Survey; (updated survey results will be available the night of the meeting)
2. Community Feedback Form
3. Proposed timetable of events
4. Template consultation document for financing purposes
5. Revenue projection(s) for a CFD
6. June 2016 Local Revenue Measure Results
7. Current personnel cost averages
8. Comparison of sales tax/CFD models
9. Comparative Tax Rate Schedule

The Kingsburg City Council is considering a proposal that would fund enhanced public safety operations through a voter approved tax measure. Before proceeding, they are asking for citizen input to determine if the measure is supported by the community, and if so, what are the most important resources you would like to see added.

1. How would you rate the quality of public safety (Police, Fire/EMS) services in Kingsburg?

- ☐ Very high quality
- ☐ High quality
- ☐ Neither high nor low quality
- ☐ Low quality
- ☐ Very low quality

2. Overall, how satisfied or dissatisfied are you with public safety services in Kingsburg?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

3. How safe do you feel living in Kingsburg?

- ☐ Extremely safe
- ☐ Very safe
- ☐ Moderately safe
- ☐ Slightly safe
- ☐ Not at all safe

4. Currently, the Police Department employs 14 sworn officers. Do you feel this number is...

- ☐ Too many
- ☐ Somewhat too many
- ☐ About the right number
- ☐ Somewhat too few
- ☐ Too few

5. Currently, the Fire Department employs 9 full-time Firefighter/EMTs. Do you feel this number is...

- ☐ Too many
- ☐ Somewhat too many
- ☐ About the right number
- ☐ Somewhat too few
- ☐ Too few

6. Would you support a City-wide property tax based measure that would raise \$1.18 million annually to be used solely for the purposes of public safety in Kingsburg? Funding would be used for new police officers, firefighter/EMTs, capital equipment and training/supplies to support associated activities.

- ☐ Strongly Support
- ☐ Somewhat Support
- ☐ Somewhat Oppose
- ☐ Strongly Oppose

7. If you support a property tax based initiative, do you believe the annual amount should be based upon property value, or a flat parcel fee?

- ☐ Based upon property value
- ☐ Flat parcel fee (all properties pay the same)
- ☐ No preference

8. If a tax measure were to proceed, how would you want the funds spent? (rank 1-5 with 1 being the most important)

⋮ More Police Officers

⋮ More Firefighters

⋮ More Paramedics/EMTs

⋮ Animal Control Services

⋮ Equipping personnel with necessary tools

9. Do you believe a voter approved tax for public safety should have a sunset clause (tax expiration), or should it be permanent?

- ☐ Sunset/end date
- ☐ Permanent
- ☐ No preference



Community Feedback Form On Kingsburg's Public Safety Needs

Like many cities across California, Kingsburg is working to provide public safety services at a level residents need and deserve. As such, the City Council is examining options for funding these crucial services. Public input on the process is vital, and we'd like to hear from you.

Please let us know what your priorities are by filling out the Community Feedback Form TODAY.

Please check what public safety services are important to you.

- ☐ Maintaining/improving 9-1-1 emergency response times
- ☐ Increased Animal Control services
- ☐ Increasing the current number of police, firefighters and paramedics
- ☐ Recruiting and retaining qualified public safety officers
- ☐ Reducing gang and drug related crimes
- ☐ Purchasing protective clothing and breathing apparatus for firefighters
- ☐ Increasing patrols to protect our neighborhoods and around schools
- ☐ Equipping emergency rescue workers with necessary life-saving tools, such as the jaws of life

Other priorities important to me:

Comments or questions:

You can return this form by fax to (559) 897-5568 or mail to:

Office of the City Manager

1401 Draper St.

Kingsburg, CA 93631

(You may also return directly with your City utility bill payment)

Email: ahenderson@cityofkingsburg-ca.gov

For updates related to public safety funding, please visit the Kingsburg website and sign-up for the *Kingsburg Carrier* – a weekly, free, e-newsletter.

www.cityofkingsburg-ca.gov



Forma de la regeneración de la comunidad de Kingsburg necesidades de seguridad públicas

Como muchas ciudades a través de California, Kingsburg está trabajando para proporcionar seguridad pública servicios en una necesidad de los residentes del nivel y merezca. Como tal, el consejo de ciudad está examinando las opciones para financiar estos servicios cruciales. Las aportaciones del publico en el proceso es vital, y quisiéramos oír de usted.

Por favor de informarnos cuáles son sus prioridades por llenar la forma de la regeneración de la comunidad HOY.

Por favor marca los servicios públicos de seguridad que son importante para usted.

- ☐ El mantener/mejorando 9-1-1 tiempos de reacción de la emergencia
- ☐ Aumentar los servicios de control de animales
- ☐ Aumentar el número actual de la policía, de bomberos y de paramedicos
- ☐ Reclutamiento y retención seguridad pública cualificada oficiales
- ☐ Reducción de crímenes relacionados de la cuadrilla y de la droga
- ☐ Comprar la ropa protectora y el aparato respiratorio para los bomberos
- ☐ El aumento de las patrullas para proteger nuestro vecindades y alrededor de las escuelas
- ☐ Equipando a salvavidas de la emergencia de las herramientas salvavidas necesarias, tales como las quijadas de la vida

Otras prioridades importantes para mí:

Comentarios o preguntas:

Usted puede devolver esta forma por fax a (559) 897-5568 o correo a:

Oficina del administrado del la ciudad de Kingsburg

1401 Draper St

Kingsburg, CA 93631

(Usted puede también volver directamente con su pago para uso general de la cuenta de la ciudad)

Email: ahenderson@cityofkingsburg-ca.gov

Para las actualizaciones relacionadas con la seguridad pública que financia, visite por favor el Web sitio de Kingsburg y registrarse para recibir el Kingsburg Carrier - un semanal, libre, boletín electronico de noticias.

www.cityofkingsburg-ca.gov

PROPOSED COMMUNITY FACILITIES DISTRICT NO. 2016-01
CITY OF KINGSBURG

PRELIMINARY CFD FORMATION SCHEDULE

Page 1

<u>DATE</u>	<u>DESCRIPTION</u>	<u>RESPONSIBILITY</u>
(October 18)	City Council Meeting to discuss financing alternatives and next steps.	All
(Week of October 24 – Week of October 31)	Hire Consultants.	City
(Week of October 31 – Week of November 14)	Determine services to be funded; confirm boundaries of CFD; collect data, prepare database.	City, Attorney, and DTA
	Review <i>Local CFD Goals & Policies</i> (draft, if necessary), Submit Petition to establish CFD. ¹	City, Attorney, and DTA
	Review and confirm costs (and annual escalators) for services.	City and DTA
	Determine sample CFD special tax rates and complete <i>Draft Rate & Method of Apportionment</i> (“RMA”).	DTA, Attorney, and City
(Week of November 14 – Week of November 21)	Prepare draft Resolution of Intention.	Attorney and DTA
(Week of November 28)	Preliminary <i>Go/No-Go</i> for FY 2016-2017.	City and DTA
(Week of December 5)	Circulate RMA and Resolution of Intention (“ROI”).	Attorney and DTA
	Continue refining RMA/tax parameters.	All
(Week of December 12)	Conference call to finalize RMA, ROI documents.	All
	Make final adjustments to RMA/tax parameters based on feedback.	

¹ Written request by at least two (2) City of Kingsburg Council Members or petition by at least 10% of registered voters.

PROPOSED COMMUNITY FACILITIES DISTRICT No. 2016-01
CITY OF KINGSBURG

PRELIMINARY CFD FORMATION SCHEDULE

Page 2

(Week of December 19)	All legal and ROI documents submitted for City Council Meeting.	City and Attorney
(January 4)	City Council adopts ROI to form CFD: <ul style="list-style-type: none">• Approves boundaries• Designates CFD name• Declares intention to form CFD and levy tax• Sets time and place for public hearing• Establishes voting procedure• Approves RMA	City
(Week of January 9)	Proposed boundary map recorded. Public Notice of Public Hearing.	DTA, City Clerk
(Week of January 16 – Week of January 30)	Complete CFD Report, confirm registered voters ² , finalize Resolution of Formation (“ROF”) documents, and resolve other issues related to CFD (hold meetings/conference calls as necessary).	All, County Registrar
(Week of January 30 – Week of February 6)	Conference call or meeting to finalize ROF documents.	All
<hr/>		
(Week of February 6)	All legal and ROF documents submitted for City Council Meeting.	City and Attorney
(February 15)	City Council conducts public hearing and adopts ROF: <ul style="list-style-type: none">• Establishes boundaries• Authorizes levy of Special Tax• Approves Maintenance and Services• Sets election (TBD)• Reading of Ordinance for Levy of Special Tax	City

² Maximum of 90 days prior to Public Hearing.

**PROPOSED COMMUNITY FACILITIES DISTRICT No. 2016-01
CITY OF KINGSBURG**

PRELIMINARY CFD FORMATION SCHEDULE

Page 3

(TBD)³	Election for registered voters to approve RMA and CFD Formation – prepare impartial analysis, <i>arguments in favor</i> and <i>rebuttals to arguments in favor of formation</i> , mail official sample ballots and voter information pamphlets to registered voters, agendaize election, mail ballots if special election, etc.). Canvassing of election. Certify Election Results and Submit to Council.	All
(Week following Election)	Notices of Special Tax Lien recorded.	DTA

³ Minimum of 90 following Resolution of Formation (“ROF”) – absolute earliest would be late April 2017 under the above scenario.

PROPOSED SCOPE OF SERVICES

David Taussig and Associates, Inc. ("DTA") will assist the City of Kingsburg ("Client") in establishing a Citywide Community Facilities District ("CFD") to fund fire protection and police services (the "Services").¹

DTA's responsibilities under this Scope of Services will comprise:

A. Community Facilities District Boundaries (Database Set-Up)

DTA will work with the Client to prepare a map of the area within the City of Kingsburg to be included in the CFD. If necessary, the map will identify the zones to be established within the CFD, based on input from City staff and proximity to locations of proposed Services. DTA will organize a database of all assessable parcels within each zone, based on sources such as the County of Fresno ("County") Assessor's Office and fire and police service maps provided by the City.

B. Registrar of Voter's Certification

Request from the County Registrar of Voters confirmation of registered voters' status residing in the boundaries of the CFD prior to the adoption of the Resolution of Formation (Government Code Section §53322).

C. Services Cost Apportionment Methodology

Develop alternative methodologies for apportioning Services costs, by land-use (e.g., single family attached residential, multi-family attached residential, retail and non-retail commercial/industrial). Typically, cost apportionment methodologies are equivalent dwelling unit-based to reflect benefit. Therefore, development of the methodology alternatives is anticipated to involve determination of dwelling unit equivalencies for each land use type.

D. Preliminary Special Tax Rates

Based upon the selected cost apportionment methodology, DTA will compute special tax rates by land-use type in an amount sufficient to cover projected Services costs, administrative expenses, and reserves.

¹ The Scope of Work provided assumes the City has already developed "Local Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act of 1982," as required by California Government Code Sections 53312.7 and 53345.8.

E. CFD Pro Forma

Prepare a tax spread or cash flow analysis to assist in structuring the levy and collection of the special tax to provide funds when costs are incurred. DTA will recommend alternative techniques to apportion special taxes or time the collection of such taxes to protect the City's General Fund. DTA will prepare up to ten (10) tax spread analyses, utilizing various development scenarios and cost assumptions.

F. Tax Apportionment Formula

Prepare special tax apportionment methodology, subject to City constraints and financing objectives, and City policy guidelines. This task includes preparation of the Rate and Method of Apportionment of Special Tax (the "RMA"). Prepare revisions to initial RMA until all parties are satisfied.

G. Preparation of Boundary Map (Optional)

Prepare the CFD boundary map under the Mello-Roos Act and the County Recorder's Office, and record map at County Recorder's Office.

H. Document Review and Preparation

Prepare CFD Public Report. Assist CFD Formation Counsel with preparing required documents, including the Resolution of Intention, Resolution of Formation, and related items. Also provide necessary data and advice to CFD Formation Counsel regarding implementing the CFD, including policies that address future annexations.

I. City Mailing of Notices (Optional)

If requested by Client, DTA will prepare a mailing of notices to all registered voters in the City which will include the information required under the *Right to Vote Act*, and a ballot which can be returned to the City by the registered voter. The mailing will be completed no less than 45 days prior to the public hearing.

J. Ballot Tabulation & Election Certification (Optional)

If requested by Client, DTA will tabulate ballots returned to the City by registered voters and prepare a certificate as to the results of the balloting.

K. Notice of Special Tax Lien

Provide a list of Assessor's Parcels to be attached to the Notice of Special Tax Lien and coordinate its recordation with the County, under the Streets & Highway Code §3114.5.

L. Meetings and Workshops

Attend **six (6) meetings** with the City staff and Council and other parties regarding the development and implementation of the CFD. Should fewer meetings be necessary, DTA will adjust its budget maximum downward.

M. Public Outreach and Public Polling

TBD.

PROPOSED FEE SCHEDULE

DTA's proposed fee schedule (excluding expenses) for completion of the activities and tasks identified in Exhibit A will be the amounts stated in Table 1 below. Any additional tasks and professional services beyond those described in the Scope of Services will be billed at the hourly rates in Table 2 below. If the Scope of Services can be completed for less than the maximum amounts, only the hours expended will be billed. No fixed retainer is required under this Fee Schedule.

Table 1 – CFD Formation Services

Tasks	DTA Proposed Fee Schedule
Tasks A – F, H, K, & L	Time & Materials at Hourly Rates in Table 2 not to Exceed \$35,000
Task G (Optional)	Time & Materials at Hourly Rates in Table 2 not to Exceed \$5,000
Tasks I & J (Optional)	<i>ESTIMATES</i> \$25,000 for Standard Mailing OR \$30,000 for First Class Mailing
Task M (Optional)	TBD

Client will be charged on a time and materials basis, according to the hourly rates in the table below, with invoices being submitted monthly.

Table 2 - Hourly Rates

David Taussig & Associates, Inc. Fiscal Year 2016-2017 Hourly Rates	
President / Managing Director	\$230/Hour
Vice President / Engineer	\$200/Hour
Manager	\$170/Hour
Associate	\$150/Hour
Senior Analyst	\$130/Hour
Financial Analyst	\$115/Hour
Research Assistant	\$100/Hour

Besides fees for services, Client will reimburse DTA for travel, copying, courier, facsimile, telephone expenses, data services, materials, and other out-of-pocket expenses, as noted in an agreement approving services and fees, in an amount not to exceed \$2,500 annually. The preceding budgets, rates, and expenses apply for a 12-month period from execution of an agreement covering such services and are subject to a cost of living increase every twelve (12) months thereafter. DTA reviews its professional fees and hourly rates annually and, if appropriate, adjusts them to reflect increases in seniority, experience, cost-of-living, and other relevant factors. DTA will notify Client before any such increase.

On or about the first two weeks of each month during which services are rendered (unless provided otherwise as discussed above), DTA will present to the Client an invoice covering the current consulting services performed and the reimbursable expenses incurred under the agreement and exhibits thereto. Such invoices will be paid by the Client within thirty (30) days of each invoice. A 1.2% monthly charge may be imposed against accounts not paid within thirty (30) days of each invoice. Any additional services and expenses will be billed on a time and materials basis.

Limitations

This budget covers only those tasks outlined in Exhibit A. Additional consulting services beyond those included in Exhibit A ("Additional Work") may be provided for additional fees if they cause the budget maximum to be exceeded.

Any additional tasks assigned by Client if the total compensation listed above has been exceeded will be charged at the hourly rates listed above. An excessive number of meetings (over six (6)) or tax spread computer runs (over ten (10)) may also require additional fees if the total compensation has been exceeded. Such additional fees will be added to the "compensation" amounts listed above. Should separate improvement areas or zones be included within a CFD, additional time and materials may be charged, up to a maximum of \$6,000 per improvement area or zone, if these improvement areas or zones cause the maximum compensation levels listed above under Exhibit A to be exceeded.

Development of the "Local Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act of 1982," as required by California Government Code Sections 53312.7 and 53345.8, may be charged, up to a maximum of \$5,000, if this work causes the maximum compensation levels listed above under Exhibit A to be exceeded.

The proposed compensation amount assumes the formation of a typical CFD with a schedule between initiation of work and adoption of the Resolution of Formation that is no longer than nine (9) months. If the tasks in the Scope of Services are not completed within nine (9) months, at any point thereafter, DTA may request an increase in the maximum compensation if total hourly billings to-date exceed the proposed compensation level listed above.

The hourly fees listed above apply for a twelve-month period, and are subject to a cost-of-living increase after that period and annually thereafter.

We did a projection of how much revenue a CFD would bring to the City. As indicated by the table below, this would be approximately \$1.18 million.

A sales tax, on the other hand, would generate about \$500,000, assuming a 50 cents increase (which would bring you closer to your peer cities).

Land Use Type	Total Number of EDUs	Special Tax per EDU	Total CFD	
			Revenue	
Single Family Residential	3,068		\$767,000	
Multi-Family Residential	856		\$214,000	
Retail	188		\$46,931	
Office	345	\$250	\$86,175	
Industrial	216		\$54,011	
Institutional	61		\$15,172	
Total	4,733		\$1,183,288	

Land Use Type	Total Number of EDUs	Special Tax per EDU	Total CFD Revenue
Single Family Residential	3,068	\$250	\$767,000
Multi Family Residential	856		\$214,000
Retail	188		\$46,931
Office	345		\$86,175
Industrial	216		\$54,011
Institutional	61		\$15,172
Total	4,733		\$1,183,288

Land Use Type	Total Number of EDUs	Special Tax per EDU	Total CFD Revenue
Single Family Residential	3,068	\$200	\$613,600
Multi Family Residential	856		\$171,200
Retail	188		\$37,545
Office	345		\$68,940
Industrial	216		\$43,209
Institutional	61		\$12,137
Total	4,733		\$946,631

Land Use Type	Total Number of EDUs	Special Tax per EDU	Total CFD Revenue
Single Family Residential	3,068	\$180	\$552,240
Multi Family Residential	856		\$154,080
Retail	188		\$33,790
Office	345		\$62,046
Industrial	216		\$38,888
Institutional	61		\$10,924
Total	4,733		\$851,967

School Parcel Taxes

All seven school parcel tax measures passed.

School Parcel Taxes - Two-Thirds Approval

Agency Name	County		Rate		Sunset	YES%	NO%	
Mammoth Unified SD	Mono	Measure G	\$59/yr	extend	5yrs	79.2%	20.8%	PASS
Live Oak SD	Santa Cruz	Measure R	\$98/yr	extend	12yrs	78.9%	21.1%	PASS
Pacifica SD	San Mateo	Measure D	\$118/yr	extend	10yrs	76.4%	23.6%	PASS
Jefferson Union High SD	San Mateo	Measure E	\$60/yr	extend	10yrs	73.5%	26.5%	PASS
Moreland SD	Santa Clara	Measure G	\$142/yr	extend	8yrs	72.8%	27.2%	PASS
Lakeside Joint SD	Santa Clara / Santa Cruz	Measure J	\$820/yr	increase	10yrs	69.7%	30.3%	PASS
Fremont USD	Alameda	Measure I	\$73/yr	increase	9yrs	69.3%	30.7%	PASS

General Obligation Bonds

Both non-school general obligation bond measures passed. Orinda voters will finance \$25 million of road improvements. San Francisco voters approved a \$350 million bonds for seismic safety improvements.

City, County and Special District Bond Measures - Two-Thirds Approval

Agency Name	County		Amount			YES%	NO%	
Orinda	Contra Costa	Measure L	\$ 25,000,000	roads, storm drains	\$17/\$100k	67.6%	32.4%	PASS
City and County of San Francisco		Measure A	\$ 350,000,000	seismic safety	\$9/\$100k	78.6%	21.4%	PASS

Non-School Parcel Taxes

Seven of the 12 non-school parcel taxes passed including Measure AA, a \$12 per parcel tax for San Francisco Bay conservation and cleanup covering nine counties in the San Francisco Bay Area.

City, County and Special District Parcel Taxes - Two-Thirds Approval

Agency Name	County		Single Family Rate	Purpose	Term	YES%	NO%	
Clayton	Contra Costa	Measure H	\$235/yr+ extend	trails, landscaping	10yrs	78.5%	21.5%	PASS
Sacramento	Sacramento	Measure X	\$31.53/yr+ extend	library	10yr	78.4%	21.6%	PASS
County Service Area #1	San Mateo	Measure G	\$65/yr extend	police/fire	4yrs	74.6%	25.4%	PASS
Piedmont	Alameda	Measure F	\$501/yr increase	general parcel tax		70.6%	29.4%	PASS
County of Santa Cruz	Santa Cruz	Measure S	\$49.50/yr increase	Libraries \$67million bond		69.5%	30.5%	PASS
San Francisco Bay Conservation Authority	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma	Measure AA	\$12/yr increase	bay conservation	20yrs	69.3%	30.7%	PASS
San Rafael	Marin	Measure D	\$59/yr+ increase	library	9yrs	68.2%	31.8%	PASS
Oakley	Contra Costa	Measure K	\$93/yr increase	library	30yrs	53.5%	46.5%	FAIL
County Service Area #6	Siskiyou	Measure R	\$5/yr increase	EMS	none	48.6%	51.4%	FAIL
Bear Valley CSD	Kern	Measure G	from \$80 to \$247+ increase	police	none	40.6%	59.4%	FAIL
Cayucos Fire Protection I	San Luis Obispo	Measure C-1	\$125/yr+ increase	fire/EMS	none	39.9%	60.1%	FAIL
Morongo Valley Commur.	San Bernardino	Measure E	\$350/yr+ increase	fire/EMS	none	39.0%	61.0%	FAIL

POLICE DEPARTMENT AVERAGE COSTS

YEAR SALARY	FICA	PERS	MEDICAL	TOTAL COST	Workers Comp	ERMA/ EAP	Total Cost	OFFICER AVERAGE	SERGEANT AVERAGE
68,568	5,205	16,170	1,582	91,525	100,971 5,518	8,182 447.16	97,491	97,491	
53,442	3,969	12,603	13,108	83,122	5,012	406.11	88,540	88,540	
53,442	3,969	12,603	13,108	83,122	5,012	406.11	88,540	88,540	
106,660	7,909	25,129	7,120	146,718	8,846	716.82	156,281		
63,384	4,730	16,119	10,310	94,543	5,700	481.90	100,705	100,705	
66,240	5,067	16,852	1,548	89,707	5,409	438.28	95,554	95,554	
52,176	3,872	7,902	3,184	67,133	4,048	327.99	71,509		
65,754	4,911	15,414	3,921	90,000	5,426	439.71	95,866	95,866	
69,525	5,199	16,363	3,793	94,880	5,721	483.55	101,064	101,064	
63,360	4,728	14,942	4,815	87,844	5,296	429.18	93,569	93,569	
66,984	5,124	17,043	10,415	99,566	6,003	486.44	106,055	106,055	
53,832	3,999	8,167	18,007	84,005	5,065	410	89,480		
89,224	6,515	22,107	13,845	131,692	7,940	643	140,274.83		140,275
86,724	6,516	22,107	14,807	130,154	7,847	636	138,636.77		138,637
60,348	4,497	14,231	15,830	94,907	5,722	464	101,092.30	101,092	
90,586	6,634	23,099	17,896	138,216	8,333	675	147,224.97		147,225
43,086	3,177	5,317	15,982	67,563	4,073	330	71,968.22		
				1,674,696	100,971	8,182		968,476	426,137
							Average Cost	\$ 96,848	\$ 142,046

YEAR	FICA	PERS	MEDICAL	TOTAL COST		Workers Comp	ERMA/ EAP	Total Cost		FIRE FIGHTER		CAPTAIN
SALARY												
						53,484	4,334					
50,142	3,717	11,457	6,870	72,185	0.08	4,179.61	338.67	76,704		76,704		
58,008	4,318	14,740	20,912	97,978	0.11	5,673.05	459.68	104,111				104,111
99,756	7,512	25,451	21,244	153,963	0.17	8,914.61	722.35	163,600				
50,142	3,717	11,457	6,870	72,185	0.08	4,179.61	338.67	76,704		76,704		
60,924	4,619	14,237	1,557	81,336	0.09	4,709.45	381.60	86,427		86,427		
73,164	5,478	18,628	5,546	102,816	0.11	5,953.12	482.38	109,251				109,251
73,842	5,649	18,802	144	98,437	0.11	5,699.60	461.84	104,599				104,599
50,142	3,540	10,912	17,896	82,490	0.09	4,776.25	387.02	87,653		87,653		
61,424	4,541	11,318	3,184	80,467	0.09	4,659.11	377.53	85,504		85,504		
59,008	4,318	14,740	3,786	81,852	0.09	4,739.32	384.02	86,975		86,975		
				923,711	1	53,484	4,334			499,967		317,961
									Average	83,328		105,987

CFD

Sales Taxes

Requires majority vote, or two-thirds (2/3) vote for special purposes

Voting

Requires two-thirds (2/3) vote
Less prone, because the rates are fixed

Economic Downturns

Progressive/Regressive

Costs

Payment

Other

Leaning towards progressive
Administrative costs
Lump sum

Can decrease substantially
Leaning towards regressive
Compliance costs
Spread out

Currently Kingsburg is more reliant on sales taxes. Good to have diversity

COMPARATIVE SALES TAX RATES

Jurisdiction	Kingsburg	Reedley	Selma	Fowler	Sanger	Visalia	Kerman
State	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
County	0.725%	0.725%	0.725%	0.725%	0.725%	0.500%	0.725%
City	0.00%	0.50%	0.50%	0.00%	0.75%	0.25%	0.00%
Total	8.225%	8.725%	8.725%	8.225%	8.975%	8.250%	8.225%

*Information provided by www.sale-tax.com. Subject to change.



Meeting Date: 11/02/2016
Agenda Item: V 5

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Blayney & City Council
REPORT FROM: Alex Henderson, City Manager
AGENDA ITEM: 2016/2017 Goals Update; First Quarter

REVIEWED BY: 

ACTION REQUESTED: ☐ Ordinance ☐ Resolution ☐ Motion ☒ Receive/File

EXECUTIVE SUMMARY

As part of the annual budget document, departmental goals are included to help provide an illustrative component of measurable results. Some of the goals are ongoing while most are specific to our strategic and long-term planning for the community.

Included in your packet is an update with information from the first quarter of 2016/17.

RECOMMENDED ACTION BY CITY COUNCIL

1. None. Informational only.

POLICY ALTERNATIVE(S)

1. NA

REASON FOR RECOMMENDATION/KEY METRIC

1. The goals are part of our entire strategic planning program.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>NA</u> |
| 3. If Budgeted, Which Line? | <u>NA</u> |

PRIOR ACTION/REVIEW

The goals are discussed during the annual budget workshops and, eventually, adopted along with the entire budget by the City Council. The goals are reviewed on a quarterly basis to provide updates to the community on their progress.

BACKGROUND INFORMATION

See executive summary.

ATTACHED INFORMATION

1. First Quarter Goal Updates

City Hall					
Goal	Type	Metric of Success	Start Date	Status	Comments
Promote the City's social media and smart phone App for improved connection with residents and visitors.	Operational	150 new downloads	2016	Ongoing	Q1: City social media accounts have all grown over 3% since July 1, the highest being Facebook, which has shown a 5.2% through the first quarter.
Produce weekly City newsletter, Kingsburg Carrier.	Operational	Add 250 new subscribers	2016	Ongoing	Q1: The Carrier is completed on a weekly basis and we continue to work to grow the contact base.
Complete Government Finance Officers' Association Reporting Prepare and submit Comprehensive Financial Report (CAFR) Distinguished Budget Award Review and approve annual financial policies	Operational	Submit Submit Complete	2016	IP	Q1: The Distinguished Budget Award has been submitted and the CAFR will be in the second quarter.
Continued implementation of safety practices to reduce worker's compensation claims.	High Impact	No new claims	2016	IP	Q1: No employee claims were submitted in the quarter one.
Increase website visits by 5%.	Operational	Complete	2016		
Enhance transparency by posting all meeting agendas/packets and minutes online prior to the next meeting.	Operational	Complete	2016	Ongoing	Q1: All meeting agendas and minutes are updated weekly.
Complete 2015/16 annual audit.	Operational	Complete	2016	IP	Q1: Initial work on the audit is complete. The Council will receive a report in the second quarter.
Complete 2017/18 Budget Process.	Operational	Complete	2017	Not Started	
Prepare an enterprise plan to ensure we are compliant with SB272.	High Impact	Complete	2016	Complete	Q1: SB272 requires local agencies to make publicly available a catalog of application software ("Enterprise System") that is used enterprise wide.
Financial administration of City awarded grants.	Operational	Complete	2016	IP	Q1: Most City grants are transportation related and are administered through the City's contract engineer. City Hall staff has completed and received two grants to purchase an energy efficient vehicle for training travel.
Complete the annual Fair Political Practices filing.	High Impact	Complete	2017	Not Started	
Prioritization and purchase of capital equipment as determined by Department Heads.	High Impact	Complete	2016	IP	Q1: Equipment is purchased as necessary throughout the year as budgeted.
Update Door to Door Solicitor process to ensure safety of citizens.	High Impact	Complete	2016	Complete	Q1: City Hall and KPD staff completed a revamp to the system that requires enhanced background checks for door to door sales.
Administer second year of P3 façade/alley incentive program.	Operational	Attract 3 new businesses	2016	IP	Q1: Nearly \$20,000 of the \$30,000 program has been applied for in the second year of the program.
Examine new health insurance rate impacts for 2017 and choose a suitable suite for employees.	High Impact	Complete	2016	IP	Q1: City staff has been exploring plan design to find an affordable benefit package for full time employees.
Reorganization of payroll practices to implement new software for web-based timesheets.	High Impact	Complete	2016	IP	Q1: While most implementation is complete, online timesheets will be on boarded in quarter two.
Complete a city ordinance audit to update necessary language.	High Impact	Complete	2016	IP	Q1: Several ordinances are being considered as existing language is out of date. Animal control and parking have been discussed thus far.
Implement updated administrative fee schedule.	Operational	Complete	2016	Complete	Q1: The fee schedule was adopted after Council consideration.
Update the City's Personnel Manual to meet National, State and local laws. Document was last updated in 2009.	Operational	Complete	2016	IP	Q1: The City has contracted with a legal firm to provide an initial audit and recommendations. We will begin meeting with employee groups in quarter two.
Creation of an internal policy guidebook for Human Resources to provide consistent, best practices in the organization.	High Impact	Complete	2017	Not Started	
Complete a regional salary study to update the City's salary charts to meet market demand and remove redundancies.	Operational	Complete	2016	Complete	Q1: A salary study comparison has been completed and staff will be bringing recommendations in quarter two for consideration.

City Hall						
Goal	Type	Metric of Success	Start Date	Status	Comments	
Incorporate performance measurement program into everyday operations and budget document.	Operational	Complete	2016	IP	Q1: Compilation of information began as part of the CAFR process and will continue.	
Monitor and collect all City business licenses to ensure all are up to date.	Operational	Complete	2016	IP		
Negotiate new MOUs with each of the City's three bargaining units by the end of 2016.	Operational	Complete	2016	IP	Q1: Initial meetings are underway.	
Provide necessary risk management and supervisory training for all departments.	High Impact	Complete	2016	IP	Q1: Individual departments have been participating in training and risk management programs as they are available.	
Create Mayor's RoundTable group consisting of local business leaders to help guide future strategic planning.	Operational	Complete	2017	Not Started		
Examine the option for an Upper Floor Residential Rehab Incentive Program for the Central Commercial Corridor.	Operational	Complete	2016	IP	Q1: The Economic Development Committee has provided input and staff has been working with property owners on a program to benefit the downtown. It's expected a program will be presented to Council for consideration in quarter two.	
Implement new planning project and code enforcement software.	High Impact	Complete	2016	IP	Q1: Software development is underway to assist in cross-functional permitting/code enforcement operations.	
Administer all incentive based programs to help spur economic development (rebates, capital impact fee incentive, permitting timeline).	High Impact	Complete	2016	IP		

Fire Department					
Goal	Type	Metric for Success	Start Date	Status	Comments
Improve collections and ambulance related revenues to reduce the amount of subsidy by the General Fund.	High Impact	Reduce subsidy by 10%	2016	Ongoing	
Streamline fleet records including maintenance records for all apparatus and create a plan for regular vehicle maintenance and replacement	Operational	Complete	2016	IP	Q1: Records management forms are completed and being implemented currently.
Maintain reserve level staffing, training and participation compliance as outlined in the program's requirements.	Operational	Complete	2016	Ongoing	Q1: Have recently hired 8 that are completing training, however have lost 4 to other dept. as well as many out for seasonal work with CalFire agencies. May be recruiting again prior to the end
Implement new Captain's succession program and training of new hires.	High Impact	Complete and implement	2016	Not Yet Started	Q1: Station two still needs communications set-up, phone, internet, radio tones changed.
Use Reserves to staff Station #2	Operational	Staff station #2 at least 50 days	2016	Not Yet Started	Q1: Have begun to conduct and receive multi-agency drills.
Meet requirements for continued safety and tactical training	Operational	Complete	2016	IP	Q1: Have had two multi-agency drills with Selma.
Quarterly Multi-company drills with other agencies and required EOC training/exercise with all City employees.	Operational	Complete	2016	IP	Q1: Consistent with Chief associations and EMS committees.
Provide for supervisor's to attend local association meetings regularly to maintain close working relations with Op area. (Chief Assn., Prevention, Investigation, EMS committees.)	Operational	Attend all meetings	2016	IP	
National Incident Management (NIMS) compliance training/refreshers course taken by all employees.	Operational	Complete	2017	Not Yet Started	
Update Dept. SOPs and implement with council approval	High Impact	Complete	2016	Not Yet Started	Q1: Will coordinate with PD to establish Community Volunteer group.
Create a Home Safety Program with a Social Media Plan	Operational	Implement	2016	IP	Q1: Classes complete last research project being completed, with research on improving morale and Job Satisfaction with in our department.
Chief to complete the Executive Fire Program at the National Fire Academy.	Operational	Graduate	2016	IP	
Establish a departmental Strategic Plan and Standards of Coverage Plan	Operational	Implement	2017	Not Yet Started	Q1: Currently Evaluating SCBAs and Turnout gear for quotes and purchase.
Purchase and coordinate implementation of new capital equipment.	Operational	Complete	2016	IP	Q1: Process has been established to participate in both annual revenue programs. IGT has been approved just waiting on Federal approval. GEMT submittals will be complete by Nov. 31, 2016 with revenue return expected around the 4th quarter of this fiscal year.
Finalize all GEMT and IGT revenue streams to ensure annual compliance.	High Impact	Implement	2016	IP	

Department of Public Works						
Goal	Type	Metric of Success	Start Date	Status	Comments	
Oversee maintenance of new dog park ensuring safety, signage, and accessibility	Operational	Complete	2016	Complete	Q1: New amenities continue to be added, included benches and drinking fountains.	
Increase training seminars through RMA	Operational	All Depts. Complete	2016	IP		
Continue with water conservation sweeps as necessary to enforce local policy.	Operational	Continual	2016	IP	Q1: Water sweeps provide reminders for legal watering times. Winter schedules will be in place Nov. - March.	
Complete all State mandated well testing and monitoring	High Impact	Complete	2016	IP		
Continue additional well testing, lead and copper, TCP	Operational	Continual	2016	IP		
Evaluate and purchase new utility truck for department services	High Impact	Continual	2016	Complete	Q1: The new vehicle has been received and is in use.	
Continue with sidewalk replacement, repair, and ADA compliance	Operational	100%	2016	IP	Q1: Crews continue to address trip/fall issues and also have been replacing ramps in more mature neighborhoods.	
Stay current with Citizen Complaints/Kingsburg Connection application.	Operational	Continual	2016	IP		
Begin Commercial meter change out program.	Operational	Complete 50% of change outs	2016	IP	Q1: Commercial meter change out has begun.	
Complete downtown valve replacement.	Operational	Complete	2017	Not Yet Started		
Secure a contract for the maintenance of City facility HVAC units.	Operational	Complete	2016	Complete	Q1: Service contracts are in place and have been completed.	
Work with local organizations to hang respective marketing banners across	Operational	Complete	2016	IP		
Complete annual pavement striping for safety and visibility.	Operational		2016	Not Yet Started		
Hire new Maintenance Worker I to fill vacant position from retirement.	High Impact	Complete	2016	Complete	Q1: Two new employees have been hired and are working in the Streets and Parks divisions.	
Prepare for annual festivals. Includes hanging Spring banners, downtown cleanup, sign placement and road closures.	High Impact	Complete	2016	Ongoing		
Monitor groundwater levels to ensure stability of the utility.	High Impact	Complete	2016	Ongoing		
Administer the construction of Federally funded transportation related projects	High Impact	Complete	2016	IP	Q1: Most City grants are transportation related and are administered through the City's contract engineer.	
Administer the construction of locally funded transportation related projects.	High Impact	Complete	2016	IP	Q1: California St. was a local project that was completed in quarter one. Additional work will continue over the course of the fiscal year.	
Work directly with new development (commercial and residential) to ensure tie-ins to the water utility is completed safely and efficiently.	High Impact	Complete	2016	IP	Q1: Tie-ins were made on the Lennar project and all lines have passed inspection.	

Community Services					
Goal	Type	Metric for Success	Start Date	Status	Comments
Promotion of After School Recreation program using flyers, letters and social media	Operational	Creation of marketing materials	2016	Complete	Q1: Recreation program is at capacity and staff continues to work to add more participants.
Work with KESD to complete facility use permit and secure facilities for the program.	Operational	Complete	2016	Complete	Q1: Permit completed.
Contact EOC to program for the After School Meal program.	Operational	Complete	2016	IP	
Coordinate and promote the Summer Recreation program and maintain full participation levels.	Operational	Complete	2016	Complete	Q1: Summer Recreation program was at full capacity and offered a number of programs for participants.
Work with KUHSD to operate summer facilities for the Lunch and Rec. program.	Operational	Operation of program	2017	Not Yet Started	
Provide Recreation staff with the needed EOC training and Food safety certification.	Operational	Complete training	2016	Ongoing	
Complete the annual 2016/17 FMAAA contract.	Operational	Complete	2016	Complete	Q1: The 2016/17 contract has been executed.
Work with the Senior Center to increase awareness and participation in the Congregate Meal Program.	Operational	5% participation increase	2016	IP	
Work with the Kingsburg Senior Inc. Group to complete annual events	Operational	Complete	2016	IP	
Assist in coordination of the annual Fireworks permitting. Ensure all vendors have proper registration and training.	Operational	Complete	2017	Not Yet Started	
Continue to recruit staffing, to make sure we have the appropriate number of leaders for the programs needs.	Operational	Full staffing and training	2016	IP	Q1: We continue to look for Recreation Supervisors to assist in ASR program.
Develop a marketing strategy for the recreation program and pool and integrate technology advances when applicable to increase participation.	Operational	Complete	2016	Not Yet Started	
Coordinate and ensure all pool staff are trained and compliant with safety and policy procedures.	High Impact	Full training	2016	Complete	Q1: All pool training was completed for the 2016 season.
Coordinate with the Kingsburg Seawolves and KHS Water Polo for pool use.	Operational	Complete	2016	IP	Q1: Staff coordinates all schedules through the year.
Examine animal control code language to provide necessary modifications.	High Impact	Complete	2016	Complete	Q1: Changes to the ordinance were completed in September.
Examine option of using Kingsburg lifeguards to train outside agency lifeguards for added revenue stream.	High Impact	Hold one training session	2016	Complete	Q1: We provided training to two separate agencies.
Oversee tallies for both Lap Swimming and Aqua Aerobics with the potential to extend the season to accommodate for loss of other area pools.	Operational	Increase participation by 5%	2016	Complete	Q1: Both lap swimming and aqua aerobics saw increased use in 2016, but failed to meet the 5% goal.
Work with Senior Center staff to increase awareness and participation in the Congregate Meal Program.	Operational	Increase participation by 5%	2016	IP	
Complete monthly required Senior Center reporting for lunch program.	Operational	Reports completed on time	2016	IP	
Work with Community Services Commission on skate park potential (both mobile and permanent site.)	Operational	Complete	2016	IP	Q1: Initial designs and public meetings have been held.
Work with staff on the Vaccination and Licensing Clinic.	Operational	Hold Clinic	2017	Not Yet Started	
Work with the Chamber on promoting programs and events that can be mutually beneficial to the City and Chamber.	High Impact	Complete	2016	Ongoing	
Oversee capital improvement projects for both Parks and Crandell Complex.	High Impact	Complete	2017/6	IP	Q1: One sand filter replacement was completed at the Pool.

Police Department					
Goal	Type	Metric of Success	Start Date	Status	Comments
Contact 100% of known listed criminals on a quarterly basis.	Operational	100% documented contacts	2016	Completed	This is a reoccurring operation that is measured on a quarterly basis. 1st Q FY contacts were completed.
Reduce calls for service by 10%	High Impact	10% FY reduction	2016	In-progress	Approximate 6% increase during 1st Q FY.
Increase staffing in KPD Volunteer Program	High Impact	2 new hires	2016	In-progress	Conducting recruitments and interviews.
Increase Police Explorer Scout staffing	High Impact	6 new participants	2017	In-progress	Added 2 explorer scouts during 1st Q.
Increase non-allocated time by 10%	Operational	10% FY reduction	2016	In-progress	Working with Sheriff's IT to establish programming.
Increase Reserve officer staffing	Operational	4 new hires	2016	In-progress	6 new applicants in the hiring process.
Complete evidence room inventory. Document and destroy unnecessary items. Implement organized system for future.	High Impact	Complete by end of 2016	2016	In-progress	Contractor services almost complete. Procedure training to officers completed. Much audit to occur 2nd Q of FY.
Purchase one new Interceptor Utility vehicle.	High Impact	Complete	2016	In-progress	Will purchase 2 new vehicles when ACT position is approved by Fresno Co. BOS
Dedicate officer to MAGEC program.	High Impact	One officer 2 days per week	2016	Completed	Scheduling accommodates 2 days deployed with MAGEC and 2 days deployed in Kingsburg.
Examine the pros/cons of a public safety tax as it pertains to staffing, equipment replacement and long-term funding.	High Impact	Complete	2016	In-progress	Working with city staff during the process.
Improve departmental training to prepare for necessary succession planning at all levels.	High Impact	Cross training of personnel	2016	In-progress	Have place 2 of 3 sergeants on waiting list for POST leadership training. Cross training Records Supervisor and PST. Some cross training between Records Supervisor and Admin Assistant
Integration of public safety committee recommendations to improve departmental standing within community.	Operational	Assist PSC as needed	2016	Waiting	No recommendations by PSC to date.
Hire one new full time police officer.	Operational	Complete	2016	Completed	Police officer hired and in field training program.
Ensure all personnel are attending necessary training provided by CSIVRMA/POST	Operational	Participation	2016	Waiting	As training and schedules allow.
Crime Reduction - reduce property crimes by 20%	High Impact	20% reduction from 2014 reports	2016	In-progress	Property crimes increasing.
Case Clearance - property crime clearance rate of 20%	High Impact	20% BCS case clearance	2016	In-progress	Stats not completed. Will have stats at mid-year.
Person crimes - clearance of 50%	High Impact	50% BCS case clearance	2016	In-progress	Stats not completed. Will have stats at mid-year.
Case Completion - complete 50% of all cases	High Impact	50% case completion	2016	In-progress	Stats not completed. Will have stats at mid-year.